



WIOA Smart Start

REFERENCE GUIDE



EFFECTIVE DATE
July 1, 2016

- ▶ **CHAPTER 1:** Integrated Case Management Opening Session
- ▶ **CHAPTER 2:** MCCB/ABE
- ▶ **CHAPTER 3:** MDES
- ▶ **CHAPTER 4:** MDHS
- ▶ **CHAPTER 5:** MDRS
- ▶ **CHAPTER 6:** Technology
- ▶ **CHAPTER 7:** WIOA

CHAPTER 1:

Integrated Case Management Opening Session

Integrated Case Management

Presented by:
Yolonda Boone & Bill Renick
June 21, 2016



STATE WORKFORCE INVESTMENT BOARD



What is WIOA?



- ▶ Workforce Innovation and Opportunity Act
- ▶ Replaces the 1998 Workforce Investment Act (WIA)
- ▶ Represents a renewed commitment to workforce development.
- ▶ Focuses on prosperity of workers and businesses, and the economic growth of your community and your state.
- ▶ Requires MS to create a single strategic plan for training and skill development, employment services, adult education, and vocational rehabilitation.


Mississippi's Plan: Strategic Vision

- ▶ Provide every Mississippian the opportunity to be work- or career-ready and to secure his or her dream job right here at home.
- ▶ Create a workforce ecosystem where all parts are connected and line up to achieve common goals.
- ▶ Develop a career pathway model that integrates programs and improves efficiency in service delivery across partners, with particular focus on individuals with barriers to employment.
- ▶ Strategically align programs with current and emerging high demand sectors.



Core Program Goals


MDES – Helping Mississippians get jobs.

- ▶ SCSEP
 - ▶ WIOA Adult
 - ▶ WIOA Dislocated Worker
 - ▶ WIOA Youth
 - ▶ Veterans Program
 - ▶ Unemployment Insurance Program
 - ▶ Trade Program
 - ▶ Wagner Peyser
- 

Core Program Goals

- ▶ **MDRS** – To maximize employment, independence and integration into the workplace and the community.
- ▶ **MDHS** – A request for assistance in Mississippi is a request for help in finding and keeping a job.
 - **TANF Work Program** – engage TANF recipients in allowable work activities to help them become more marketable and promote job retention
- MCCB** – foster an environment of excellence to promote world class education and job training for a more prosperous MS.
 - **ABE** – to provide opportunities to adults who have not completed high school and who desire to increase their educational attainment for entry or advancement in the workforce.

Strategic Partners

- ▶ MDA – A skilled workforce. Unlimited possibilities.
 - ▶ MDOC – Reintegration of ex-offenders
 - ▶ MDE – Career and technical education in preparation for work
 - ▶ SNAP – As a condition of eligibility every household member must comply with work requirements
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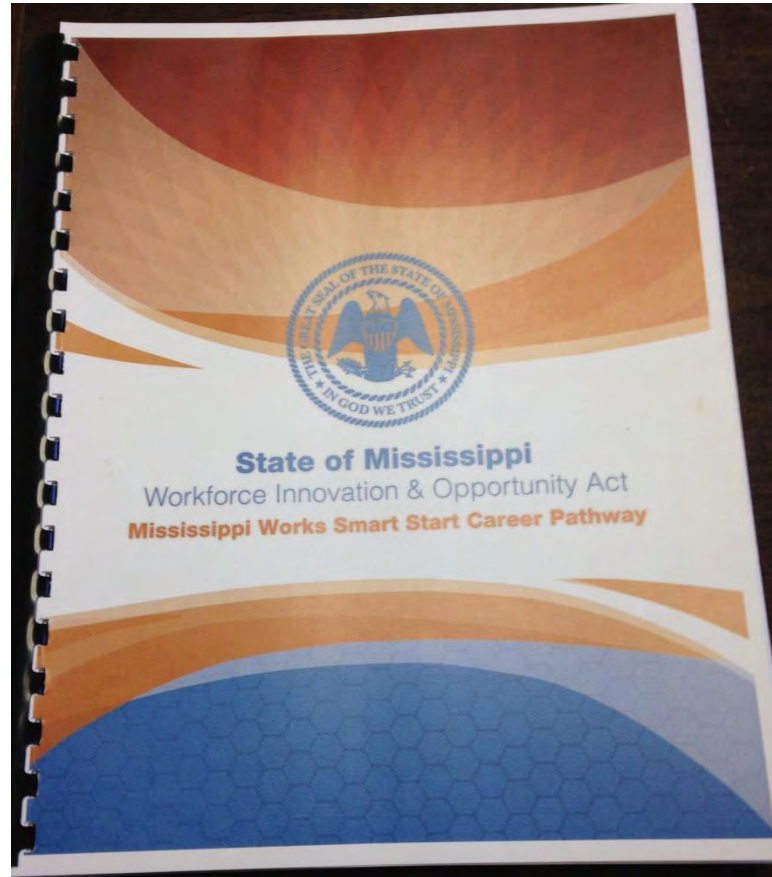
WIOA Core Partner Shared Performance Measures

- ▶ 2nd Quarter Placement Rate
- ▶ 4th Quarter Retention Rate
- ▶ Median Earnings during 2nd Quarter after Exit
- ▶ Credential/Certificate Attainment Rate
- ▶ Measurable Skill Gains
- ▶ Employer Effectiveness





Mississippi Workforce Innovation
& Opportunity Planning Document

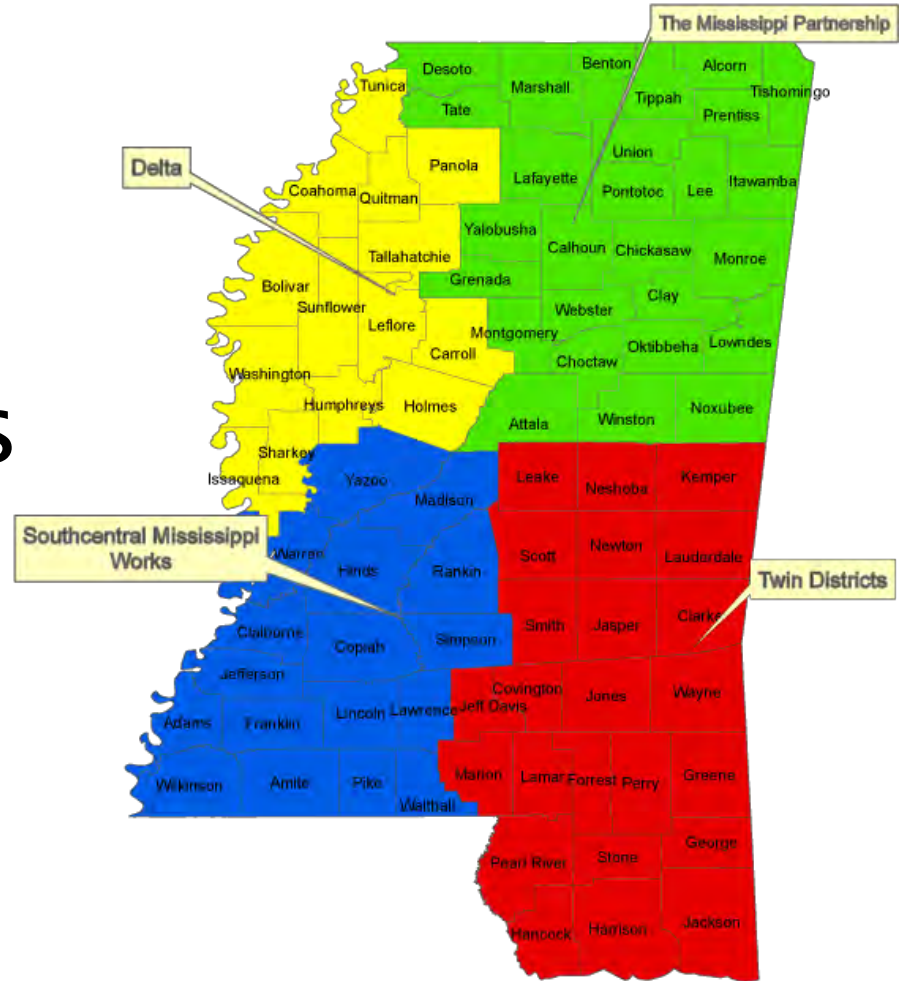


528 pages



- ▶ Mississippi was 1st State in the Nation to submit WIOA Combined Plan.
- ▶ Mississippi is the 1st State in the Nation to have their plan approved.

4 Local Workforce Areas



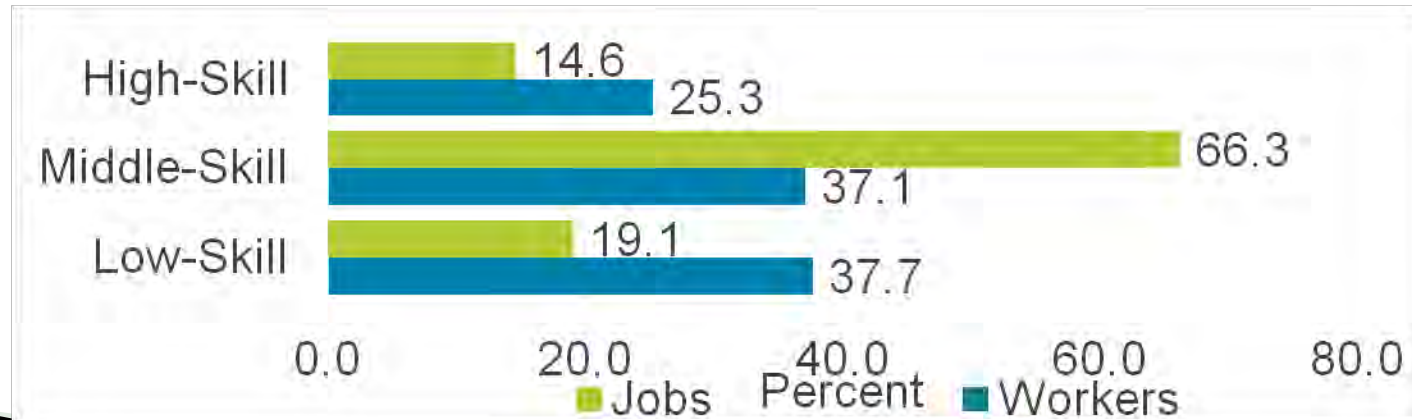
Local Area Plan

- ▶ The law required each workforce area to have a 4 year local plan that demonstrates how the local area will implement the State Plan.



Establishing the Baseline: Middle-Skills Gap


- ▶ Middle Skill jobs require more than a high school diploma but less than a four year degree and often require specialized technical skills.



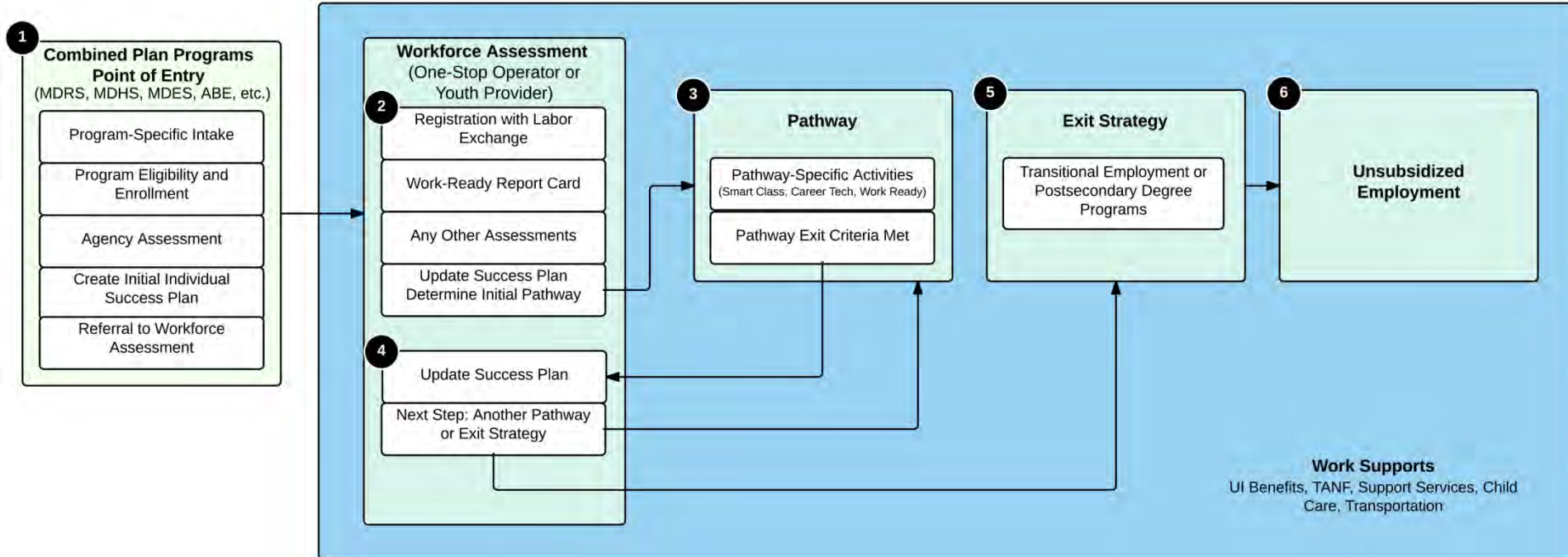
Source: American Community Survey, 2015; Bureau of Labor Statistics, 2015.

The Mississippi Model: Mississippi Works Smart Start Career Pathway


From the moment any Mississippian enters the state's education and workforce system, he or she will be able to choose a career pathway that is aligned with current and future labor market expectations.



The Mississippi Model: Mississippi Works Smart Start Career Pathway



Implementing the Plan

- Mississippi will build upon the current workforce and training infrastructure of the state to achieve our vision that every Mississippian has the opportunity to be work– or career–ready and to secure his or her dream job right here at home.
 - Cross program trained staff
 - Cross functional staff
 - Integrated services/case management
 - Leverage and expand current physical infrastructure to include comprehensive and affiliate centers.
- 

Implementing the Plan: Technological Infrastructure

- ▶ **Mississippi Works**

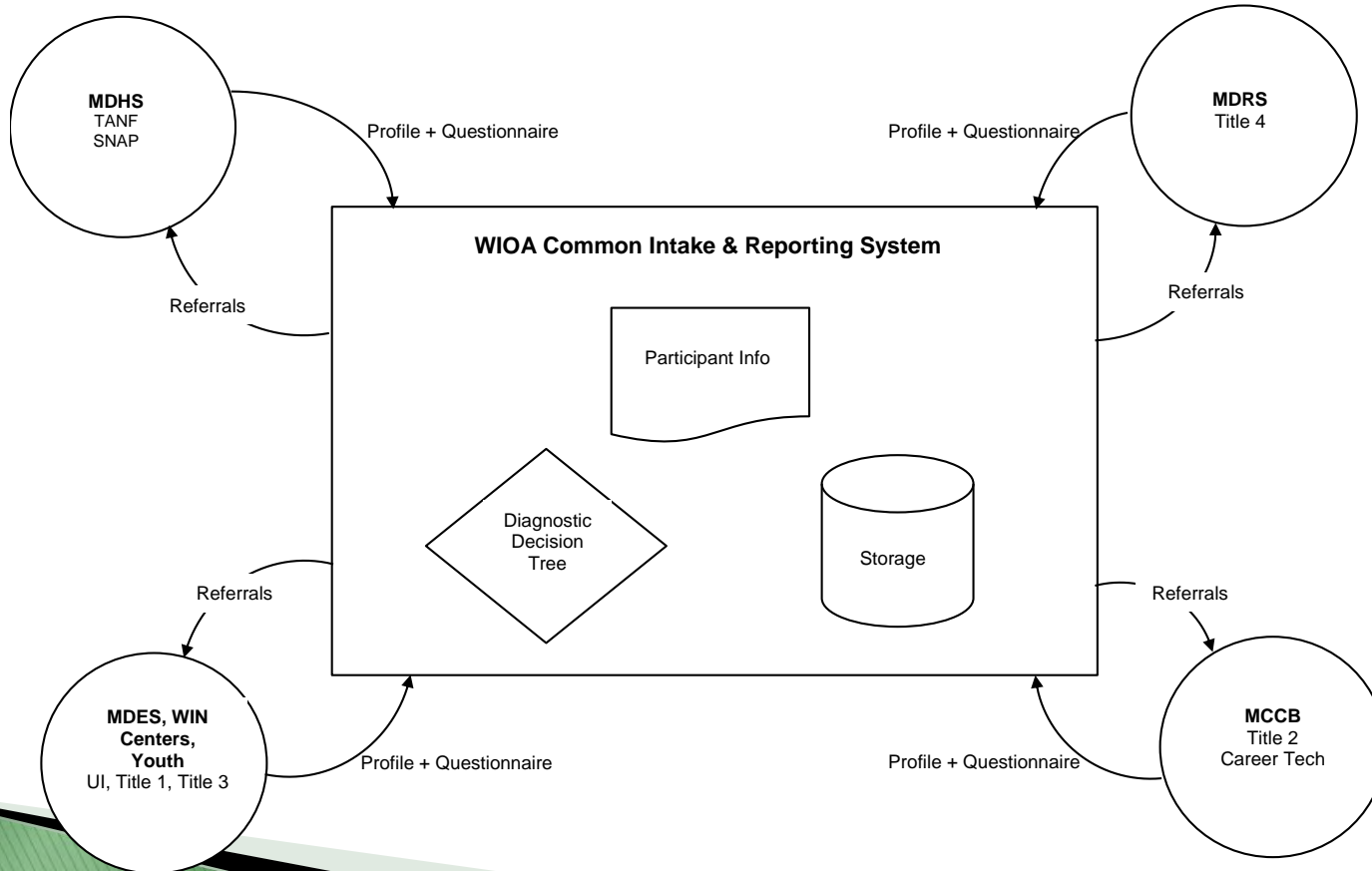
The MDES web and mobile system will serve as the interface for the Mississippi Works Smart Start Career Pathway.

- Shared data
- Real time

- ▶ **Virtual Access**

Virtual access provides participants with self- service access to services of the core programs and partners via the Internet.

Mississippi's "No Wrong Door" Policy



System Integration Timeline

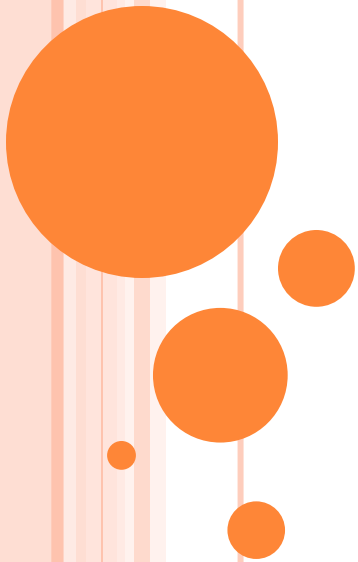
	2016										2017						
	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	Requirements Gathering				Implementation										Production Release		
NSPARC	System Design				Development of System			Systems Integration, Testing			UAT		Production Deployment				
MDES	Requirements Gathering				Changes to OESS			Systems Integration, Testing			UAT	Go Live					
MDRS	Requirements Gathering				Changes to Aware VR			Systems Integration, Testing			UAT		Go Live				
MDHS	Requirements Gathering				Changes to MAVERICS			Systems Integration, Testing			UAT			Go Live			
MCCB	Requirements Gathering				Changes to ABE System			Systems Integration, Testing			UAT				Go Live		

CHAPTER 2: MCCB/ABE

WELCOME

Workforce Innovation & Opportunity Act, 2014

WIOA Cross Training



MISSISSIPPI COMMUNITY COLLEGE BOARD (MCCB)



○ Sandy Crist

- State Director for Adult Education & High School Equivalency (HSE)

○ Rachel DeV Vaughan

- Program Specialist for Adult Education

3825 Ridgewood Road
Jackson, MS 39211
601-432-6518

www.mccb.edu

ADULT EDUCATION

- U.S. Department of Education
 - Office of Career, Technical and Adult Education
 - Title II, Adult Education and Family Literacy Act (AEFLA)
 - Federally funded
- Workforce Innovation & Opportunity Act, Core Partner
- MCCB is the Approved Agency for operation and distribution of funds for AEFLA

MISSISSIPPI ADULT EDUCATION PROGRAMS

○ Community College

- Coahoma
- Copiah-Lincoln
- East Central
- East Mississippi
- Hinds
- Holmes
- Itawamba
- Jones County Junior
- Meridian
- Mississippi Delta
- Mississippi Gulf Coast
- Northeast Mississippi
- Northwest Mississippi
- Pearl River
- Southwest Mississippi

○ Other Programs

- Greater Columbus Learning Center
- Jackson State University
- Grenada Public Schools
- Jackson Public Schools
- McComb Public Schools
- Pascagoula Public Schools
- Picayune Public Schools
- Rankin County Public Schools
- Starkville Public Schools
- Central MS Correctional Facility
- MS Department of Corrections – Parchman

Currently 26 Programs that receive AEFLA Funding

Tapping the Potential

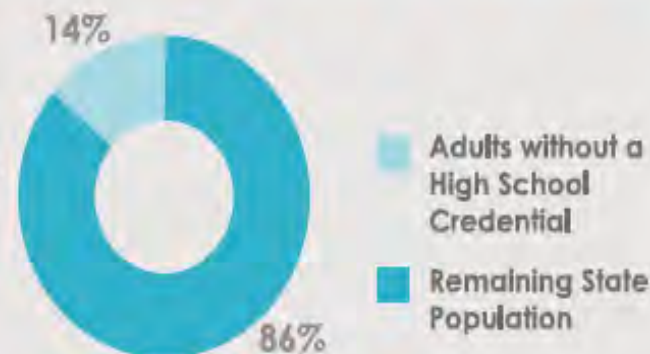
MISSISSIPPI

Profile of Adult Education Target Population

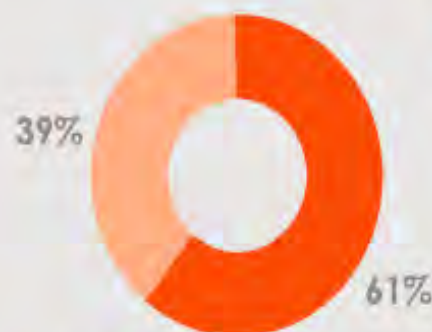


**TOTAL STATE
POPULATION
2,969,120**

413,087 adults or
14% of the total state
population are adults
without a high school
credential.



23,429 adults or **1%** of the total state population are
adults who do not speak English well or at all.



High School Credential+
No High School Credential

Of those 1% who do
not speak English well or at all:

39% had a high
school credential or
more.

61% had no high
school credential.

Investments in Adult Education

	2009	2010
Federal	\$6,197,235	\$7,834,502
State	\$3,610,781	\$3,486,169
Total	\$9,808,016	\$11,320,671


QUALIFICATIONS FOR ABE STUDENTS

- 16 years of age or older
- **NOT** enrolled or required to be enrolled in school under the compulsory school law. Mississippi - 16 years old
 - Withdrawal documentation is required
- Lacks sufficient mastery of basic educational skills (below 8th grade) – lacks ability to function effectively on the job, in the family, or in society
- Lacks a secondary diploma or high school equivalency
- Unable to speak, read, or write the English language

SERVICES



- Increase Basic Educational Skills
 - Reading, Writing, Math
- High School Equivalency
- Smart Start Pathway

HIGH SCHOOL EQUIVALENCY DIPLOMA





General Education Development

- Computer-Based
- Subject Areas
 - Reading & Writing
 - Science
 - Social Studies
 - Mathematics
- Up to 2 discounted* retakes
- \$120.00 for full exam battery



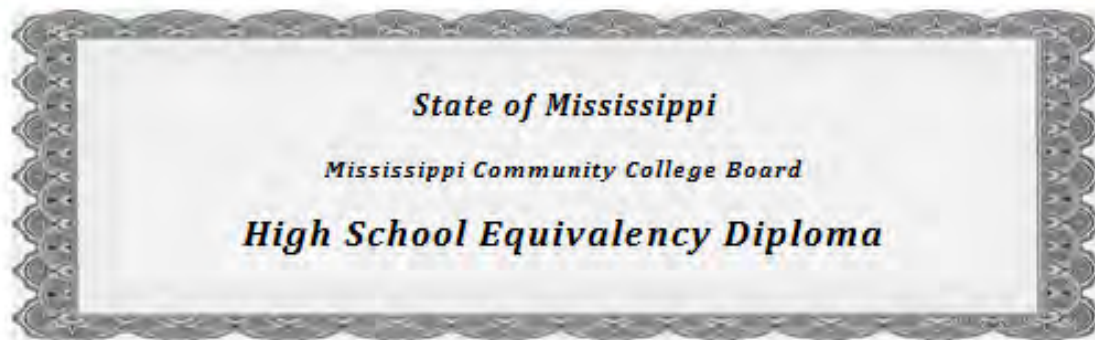

High School Equivalency Test

- Computer or Paper-Based
- Subject Areas
 - Language Arts
 - Reading & Writing
 - Science
 - Social Studies
 - Mathematics
- Up to 2 discounted* retakes
- \$85.00 for full exam battery



**Test Assessing
Secondary Completion**

- Computer or Paper-Based
- Subject Areas
 - Language Arts
 - Reading & Writing
 - Science
 - Social Studies
 - Mathematics
- Up to 2 discounted* retakes
- \$87.00 for full exam battery



WIOA

1 CREATE PROFILE

Mississippi Works

2 CORE PROGRAMS POINT OF ENTRY

Intake

Core Eligibility
and Enrollment

3 WORKFORCE ASSESSMENT

Assessment

Success Plans

4

PATHWAYS

Smart Start

Basic Skills

Career Awareness

Necessary Skills

Career Tech

Basic Skills
Certification/MiBest

Credential
Degrees

Apprenticeship

Necessary Skills

Work Ready

Job Search

Job Referral

Resume Preparation

WORK SUPPORTS

UI Benefits, TANF, Support Services,
Child Care, Transportation

5

Exit Strategy

Work
Experience

Internship

Apprenticeship

OJT

6

Employment

BASIC SKILLS

- High School Equivalency Diploma
- National Career Readiness Certificate (CRC)
 - Skill level in three areas deemed critical for employability:
 - Reading for Information,
 - Applied Mathematics, and
 - Locating Information.
 - Platinum, Gold, Silver, Bronze Levels

CRC SKILL LEVELS

	 BRONZE Level 3 score on all assessments.	 SILVER Level 4 score on all assessments	 GOLD Level 5 score on all assessments	 PLATINUM Level 6 score on all assessments
Certificates are awarded by achieving a minimum				
Skill levels demonstrate ability for	16% of jobs*	67% of jobs*	93% of jobs*	99% of jobs*
Sample Occupation Correlation	<ul style="list-style-type: none"> • Auto Body Repair Technician • Veterinary Assistant • Janitorial Supervisor • Drywall Installer • Pharmacy Aid 	<ul style="list-style-type: none"> • Administrative Manager • Head Cook • Medical Assistant • Engineering Technician • Machinist 	<ul style="list-style-type: none"> • School Counselor • Pharmacy Technician • Semi-Conductor Processor • Business Executive • Electrician 	<ul style="list-style-type: none"> • Accountant • Technical Writer • Sales Manager • Registered Nurse Manager • Elevator Installer and Repairer

*Approximate percentage based on jobs in the WorkKeys® occupational profile database.

CAREER AWARENESS

- Learning about your career interests,
- Exploring career options and creating career goals,
- Resume writing,
- Conducting a job search,
- How to handle job applications and interviews,
- Developing Career Skills you need to succeed in your career.

NECESSARY SKILLS

- Know Your Personality – People Code
- Communication/Listening Skills
- Teamwork/Collaboration
- Goal Setting/Time Management
- Professionalism/Work Ethic
- Role of Employer & Role of Employee
- Financial Awareness / Life Skills
- Conflict Resolution

SMART START PATHWAY COMPLETIONS

- Smart Start Pathway State Credential – approved and issued by the MCCB
- Career Readiness Certificate
- High School Equivalency Diploma –
 - or continued enrollment in HSE program.

***Creating Student Portfolio for all of our students based on the Success Plan at entry into the pathway

WIOA

1 CREATE PROFILE

Mississippi Works

2 CORE PROGRAMS POINT OF ENTRY

Intake

Core Eligibility
and Enrollment

3 WORKFORCE ASSESSMENT

Assessment

Success Plans

4

PATHWAYS

Smart Start

Basic Skills

Career Awareness

Necessary Skills

Career Tech

Basic Skills
Certification/MiBest

Credential
Degrees

Apprenticeship

Necessary Skills

Work Ready

Job Search

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WORK SUPPORTS

UI Benefits, TANF, Support Services,
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5

Exit Strategy

Work
Experience

Internship

Apprenticeship

OJT

6

Employment

BASIC SKILLS CERTIFICATIONS

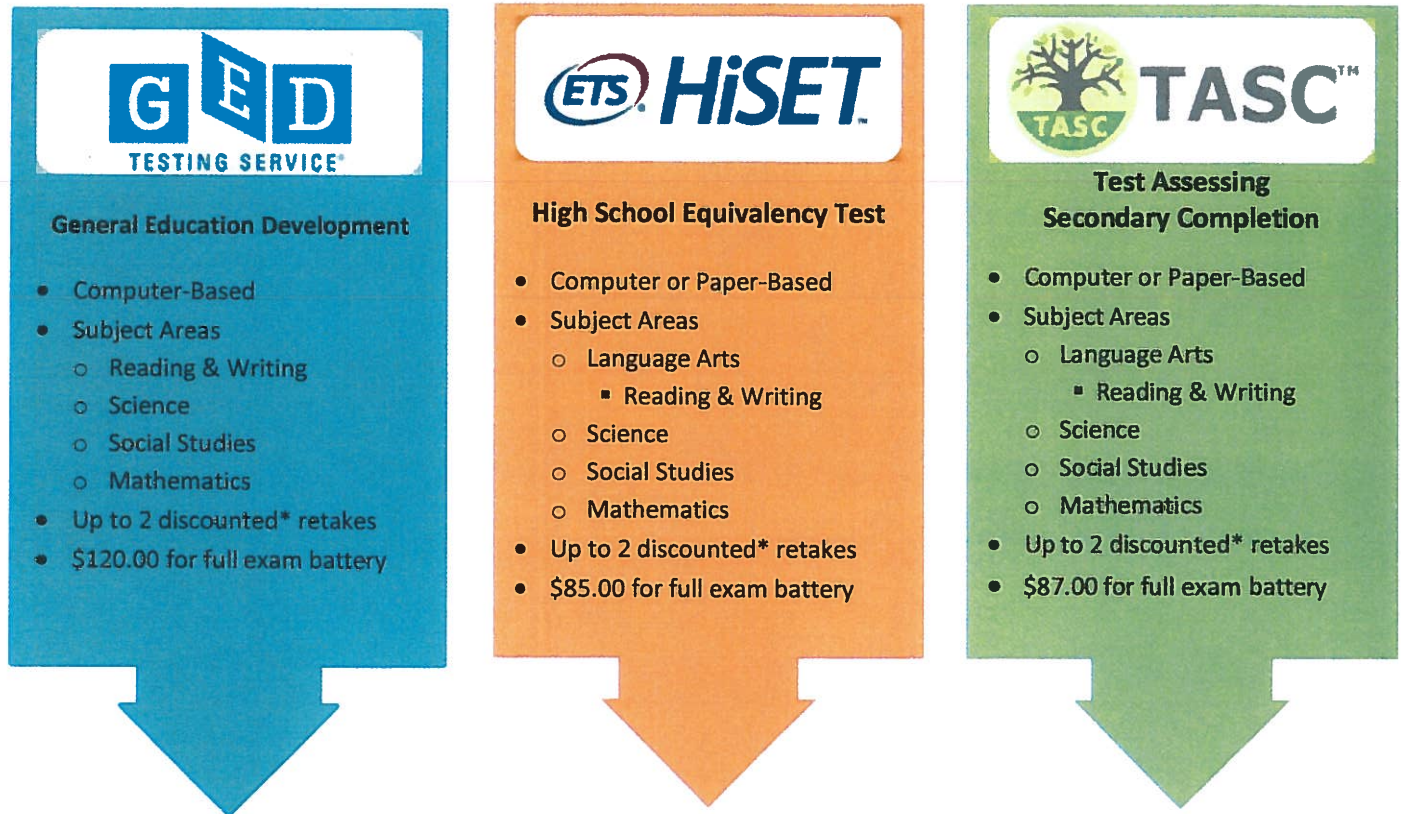
- Career Readiness Certification
 - Platinum, Gold, Silver, Bronze Levels
- MiBEST
 - Offered at all 15 Community Colleges – at least 2 pathways offered at each college
 - Concurrently enrolls students in connected adult education and eligible postsecondary programs leading to a secondary school diploma or its recognized equivalent and **at least a one-year college-level certificate/credential and beyond;**
 - Includes at least a 25% instructional overlap in ABE and CTE courses;
 - Provides students with intrusive counseling and supportive services to attain academic and career goals. Support services such as academic and career counseling, tutoring, child care, transportation, access to entitled public benefits, subsidized jobs, etc.;

CAREER TECH PATHWAYS CONTINUED

- Credentialed Degree
 - 1 year Technical Certificate
 - 2 year Associates Degree
 - 4 year college degree
- Apprenticeship
 - Partnerships between Colleges/Business Industry
- Necessary Skills
 - Offered at some WIN Job Centers
 - Offered in Adult Education Programs
 - Offered in MiBEST Programs
 - Online Training – CareerReady 101

QUESTIONS AND CASE STUDY

There are multiple pathways to the Mississippi High School Equivalency Diploma



How to Obtain Copies of Your High School Equivalency Exam Scores



Request a copy of your Mississippi High School Equivalency Exam Transcript from DiplomaSender at
www.diplomasender.com

DiplomaSender is your single destination for GED®, HiSET™, and TASC™
Mississippi High School Equivalency Diplomas and Transcripts

Adult Basic Education Programs

COMMUNITY AND JUNIOR COLLEGES

<u>Coahoma Community College</u> Ms. Tamara Washington 510 Sunbelt Drive Clarksdale, MS 38614 Phone: (662) 621-4307 Fax: (662) 621-4305 E-mail: tamarawashington2002@yahoo.com E-mail: twashington@coahomacc.edu	<u>Copiah-Lincoln Community College</u> Ms. Karen Gaudet P.O. Box 649 Wesson, MS 39191-0649 Phone (601) 643-8654 Fax: (601) 643-8216 E-mail: karen.gaudet@colin.edu
<u>East Central Community College</u> Mr. Ryan Clarke P.O. Box 129 Decatur, MS 39327 Phone: (601) 635-2111 x 279 Fax: (601) 635-4011 E-mail: rclarke@eccc.edu	<u>East Mississippi Community College</u> Mr. Jim Bearden 8731 South Frontage Road Mayhew, MS 39753 Phone: (662) 243-2627, (662) 243-1985 Fax: (662) 243-1931 E-mail: jbearden@eastms.edu
<u>Hinds Community College</u> Ms. Carla Causey, District Director, ABE P.O. Box 1100 Raymond, MS 39154 Phone: (601) 857-3913 Fax: (601) 857-3919 E-mail: Betty.Gibson@hindscc.edu	<u>Holmes Community College</u> Ms. Nancy McRight 254 Hwy. 12 West Kosciusko, MS 39090 Phone: (662) 290-0808 Fax: (662) 290-0810 E-mail: nspellman@holmescc.edu
<u>Itawamba Community College</u> Mrs. Julia Houston 3200 Adams Farm Road Belden, MS 38826 Phone: (662) 407-1511 Fax: (662) 407-1507 E-mail: jhouston@iccms.edu	<u>Jones County Junior College</u> Ms. Jennifer Griffith 900 South Court Street Ellisville, MS 39437 Phone: (601) 477-5403 Fax: (601) 477-4166 E-mail: Jennifer.griffith@jcjc.edu
<u>Meridian Community College</u> Ms. Jennifer Whitlock 910 Highway 19 North Meridian, MS 39307 Phone: (601) 484-8798 Fax: (601) 484-8703 E-mail: jwhitloc@meridiancc.edu	<u>Mississippi Delta Community College</u> Ms. Teresa Smith P.O. Box 668, Hwy 3/Cherry Street Moorhead, MS 38761-0668 Phone: (662) 246-6524 Fax: (662) 246-6350 E-mail: tsmith@msdelta.edu
<u>Mississippi Gulf Coast Community College</u> Ms. Rebecca Layton 10298 Express Drive Gulfport, MS 39503 Phone: (228) 897-4371 Fax: (228) 897-4375 E-mail: rebecca.layton@mgccc.edu	<u>Northeast Mississippi Community College</u> Ms. Pam Meeks Holliday Hall, 316, Cunningham Boulevard Booneville, MS 38829 Phone: (662) 720-7259 Fax: (662) 720-7464 E-mail: pmeeks@nemcc.edu
<u>Northwest Mississippi Community College</u> Ms. Vickie Barksdale P.O. Box 7048 4975 Hwy. 51 North Senatobia, MS 38668-7048 Phone: (662) 560-4211 Fax: (662) 560-5214 Email: gpurdy@northwestms.edu	<u>Pearl River Community College</u> Ms. Terri Clark 5448 U.S. Hwy 49 S. Hattiesburg, MS 39401 Phone: (601) 554-5514 Fax: (601) 554-5550 E-mail: bupton@prcc.edu
<u>Southwest Mississippi Community College</u> Ms. Carolyn Williams 1146 Horace Holmes Drive Summit, MS 39666 Phone: (601) 276-3846 Fax: (601) 276-3883 E-mail: wmsc@smcc.edu	

COMMUNITY-BASED ORGANIZATION	
<u>Greater Columbus Learning Center</u> Mr. Darren Jordan Greater Columbus Learning Center 612 Military Road Columbus, MS 39701 Phone: (662) 329-7691 Fax: (662) 329-8528 E-mail: djordan@gclc88.org	
UNIVERSITY	
<u>Jackson State University</u> <u>Continuing Education Learning Center</u> Ms. Tamara Herron 1325 Hattiesburg Street Jackson, MS 39204 Phone: (601) 979-2037 Fax: (601) 979-4138 Email: cleopatric.porter@jsums.edu	Mailing Address: P.O. Box 17429 Jackson, MS 39217
PUBLIC SCHOOLS	
<u>GRENADA SCHOOL DISTRICT</u> Ms. Cindy Heimbach Grenada School District 423 S. Line Street Grenada, MS 38901 Phone: (662) 227-6101 Fax: (662) 226-7462 E-mail: cindyheimbach@msn.com	<u>JACKSON PUBLIC SCHOOLS</u> Mr. Isaac Norwood 1224 Eminence Row Jackson, MS 39213 Phone: (601) 987-3695 Fax: (601) 601-987-3687 E-mail: inorwood@jackson.k2.ms.us
<u>McCOMB – Summit Learning Center</u> Mr. Alvin Hogan 411 A. St. Augustine Street McComb, MS 39648 Phone: (601) 684-4306 Fax: (601) 684-4308 E-mail: summitlearningcenter@yahoo.com	<u>PASCAGOULA SEPARATE SCHOOLS</u> Kathleen Williams 1716 Tucker Ave. Pascagoula, MS 39567 Phone: (228) 938-6587 Fax: (228) 938-6445 E-mail: kwilliams@psd.ms
<u>PICAYUNE SCHOOL DISTRICT</u> Ms. Kelly Davis 600 Goodyear Boulevard Picayune, MS 39466 Phone: (601) 798-7601 FAX: (601) 799-4711 E-mail: pfields@pcu.k12.ms.us	<u>RANKIN COUNTY SCHOOLS</u> Ms. Carol King 135 1/2 South College Street Brandon, MS 39042 Phone: (601) 825-5040 Fax: (601) 825-5283 Email: carol.king@rcsd.ms
<u>STARKVILLE PUBLIC SCHOOLS</u> Dr. Joan Butler 401 Greensboro St. Starkville, MS 39759 Phone: (662) 615-0033 Fax: (662) 324-5011 E-mail: jbutler@starkville.k12.ms.us	
INSTITUTIONAL ORGANIZATIONS	
<u>Central Mississippi Correctional Facility</u> Ms. Christie Scott P.O. Box 88550 3794 Hwy. 468 Pearl, MS 39288-8550 Phone: (601) 932-2880 x 6344 Fax: 932-2880 Ext 6346 E-mail: cscott@mdoc.state.ms.us	<u>MS Department of Corrections Pre-Release Program</u> Ms. Caroline Banyard P.O. Box 219 Parchman, MS 38738-0219 Phone: (662) 745-6611 x 3002 Fax: (662) 745-6611 Ext. 3137 E-mail: cbanyard@mdoc.state.ms.us

Admissions Office Information

COMMUNITY AND JUNIOR COLLEGES	
<p><u>Coahoma Community College</u> Michael Houston, Director of Admissions & Records 3240 Friars Point Rd Clarksdale, MS 38614 Phone: (662) 621-4205 Fax: (662) 621-4297 E-mail: mhouston@coahomacc.edu</p>	<p><u>Copiah-Lincoln Community College</u> Chris Warren, Director of Admissions & Records P.O. Box 371 Wesson, MS 39191-0649 Phone (601) 643-8306 Fax: (601) 643-8216 E-mail: chris.warren@colin.edu</p>
<p><u>East Central Community College</u> Dr. Stacey Hollingsworth, Director of Admissions & Records P.O. Box 129 Decatur, MS 39327 Phone: (601) 635-6206 Fax: (601) 635-4011 Email: sholling@eccc.edu E-mail: rclarke@eccc.edu</p>	<p><u>East Mississippi Community College</u> Faye Morgan, Director of Admissions, Golden Triangle Karen Briggs, Director of Admissions, Scooba 8731 South Frontage Road Mayhew, MS 39753 Phone: (662) 243-1923 Golden Triangle Phone: (662) 476-5041 Scooba E-mail: fmorgan@eastms.edu E-mail: kbriggs@eastms.edu</p>
<p><u>Hinds Community College</u> Office of Admissions P.O. Box 1100 Raymond, MS 39154 Phone: (601) 857-3212 Fax: (601) 857-3539 E-mail: records@hindsgcc.edu</p>	<p><u>Holmes Community College</u> Joshua Guest, Director of Admissions & Records 1 Hill Street Goodman, MS 39079 Phone: (662) 472-9023 E-mail: jguest@holmescc.edu</p>
<p><u>Itawamba Community College</u> Cay Lollar, Director of Admissions 602 West Hill Street Fulton, MS 38843 Phone: (662) 862-8030 Fax: (662) 862-8234 E-mail: clollar@iccms.edu</p>	<p><u>Jones County Junior College</u> Rick Hamilton, Director of Admissions 900 South Court Street Ellisville, MS 39437 Phone: (601) 477-4025 Fax: (601) 477-4258 E-mail: rick.hamilton@jcjc.edu</p>
<p><u>Meridian Community College</u> Angela Payne, Director of Admissions 910 Highway 19 North Meridian, MS 39307 Phone: (601) 481-1357 Fax: (601) 484-8703 E-mail: apayne@meridiancc.edu</p>	<p><u>Mississippi Delta Community College</u> Dr. J. Brent Gregory, Associate VP of Instruction for Enrollment Management P.O. Box 668 Moorhead, MS 38761-668 Phone: (662) 246-6302 E-mail: bgregory@msdelta.edu</p>

<p><u>Mississippi Gulf Coast Community College</u> William Everett, Director of Admissions, Jackson County Chris Bagwell, Director of Admissions, Jefferson Davis Trey Robertson, Director of Admissions, Perkinston Phone: (228) 896-2500 Jefferson Davis Phone: (228) 497-7629 Jackson County Phone: (601) 928-6264 Email: Christopher.bagwell@mgccc.edu Email: trey.robertson@mgccc.edu Email: William.everett@mgccc.edu</p>	<p><u>Northeast Mississippi Community College</u> Chassie Kelly, Director of Enrollment Services 101 Cunningham Boulevard Booneville, MS 38829 Phone: (662) 720-4075 (662) 720-7239 Fax: (662) 720-7405 E-mail: cmkelly@nemcc.edu</p>
<p><u>Northwest Mississippi Community College</u> Paige Norris, Assistant Registrar or Abby Embrey, Recruiting Office 4975 Hwy. 51 North Senatobia, MS 38668 Phone: (662) 562-3219 Paige Norris Phone: (662) 562-3223 Abby Embrey Fax: (662) 562-3221 Email: pnorris@northwestms.edu</p>	<p><u>Pearl River Community College</u> Tonia L. Moody 5448 U.S. Hwy 49 S. Hattiesburg, MS 39401 Phone: (601) 403-1302 (601) 554-5519 E-mail: tmooddy@prcc.edu</p>
<p><u>Southwest Mississippi Community College</u> Matthew Calhoun, VP of Admissions/Registrar 1156 College Drive Summit, MS 39666 Phone: (601) 276-2001 Fax: (601) 276-3888 E-mail: matts@smcc.edu</p>	



BASELINE OUTCOMES	
<p>All students will achieve:</p> <ul style="list-style-type: none"> ➤ High School Equivalency (HSE) Diploma; AND ➤ Career Readiness Certificate (CRC) (Silver level recommended); AND ➤ Completion of a minimum 20 contact hours of employability/life skills training; AND ➤ Completion of work-based learning opportunities (in chosen pathway or a related field); AND 	
<p>For CTE programs:</p> <ul style="list-style-type: none"> ➤ At least 15 college level, career pathway credits AND; ➤ Pertinent, national industry-based credential or other MCCB approved credential for CTE pathway; 	<p>For Workforce programs:</p> <ul style="list-style-type: none"> ➤ Pertinent, national industry-based credential or other MCCB approved credential for Workforce pathway AND; ➤ ALL AVAILABLE college level, career pathway credits for industry-based credential through a PLA process;
<p>Resulting in:</p> <ul style="list-style-type: none"> ➤ Employment (in chosen pathway or a related field); AND/OR ➤ Continued postsecondary enrollment towards higher level credential attainment (Certificate or Associates Degree); OR ➤ Enrollment in the U.S. military 	

MI-BEST Year 1 Pathways

Colleges	Pathway Programs	# of Credit and Non-credit
Coahoma	Industrial Maintenance, Welding	CTE-1, WF-1
Copiah Lincoln	Automotive, BOT, HVAC, Diesel Equipment, Precision Machining	CTE-5
East Central	Collision Repair, Culinary Arts, HVAC, Hotel & Restaurant Management, Industrial Maintenance	CTE-4, WF-1
East MS	BOT, Industrial Maintenance	CTE-1, WF-1
Hinds	Animation & Simulation, Electrical, Health Care Data, Hospitality & Tourism, Industrial Maintenance, Information Systems(Computer Programming/Programmer), Information Systems (Computer Systems Networking & Telecommunications), Office Systems, Plumbing, Welding	CTE-10
Holmes	BOT, Welding	CTE-2
Itawamba	BOT, Certified Nursing Asst. , HVAC, Welding	CTE-3,WF-1
Jones	BOT, Commercial & Residential Maintenance, Welding	CTE-3
Meridian	Business & Marketing Management, Commercial Truck Driving, Drafting & Design, Health Care Asst., Welding	CTE-4, WF-1
MS Delta	HVAC, Welding	CTE-2
MS Gulf Coast	Maritime Ship Fitting, Welding & Cutting	CTE-2
Northeast	Accounting, Computer Tech., Health Care Data, Hospitality Management, Industrial Maintenance , Medical & Business Office	CTE-5, WF-1
Northwest	Health Care, Manufacturing	CTE-2
Pearl River	Construction, Health Trades, Metal Trades	CTE-3
Southwest	BOT, Carpentry, Commercial Truck Driving, Diesel Equipment, Nursing, Welding	CTE-6

MI-BEST Campus Contact List

As of: 5/19/16

College	MI-BEST Staff Contact	Position
Coahoma	Ann Shelton-Clark- CTE Dean Ashelton-clark@coahoma.edu 662-621-4220	Project Coordinator
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	Nekedra Blockett nblockett@coahomacc.edu 662-621-4301	Navigator
Copiah Lincoln	Brent Duguid- CTE Asst. Dean Brent.Duguid@colin.edu 601-643-8261	Project Coordinator
	Susie Patrick susie.patrick@colin.edu 601-643-8260	Navigator
East Central	Ryan Clark- ABE Director rclarke@eccc.edu 601-635-2111	Project Coordinator
	Whitney Amis wamis@eccc.edu 601-635-6395	Navigator
	Erin Tramill etramill@eccc.edu 601-635-6255	
East MS	Jim Bearden- ABE Director jbearden@eastms.edu 662-243-2627	Project Coordinator
	Ulunda Ivy uivy@eastms.edu 662-243-1985	Navigator
Hinds	Dr. Robin Parker-Integrated Pathways Dist. Director Robinann.parker@hindscs.edu 662-418-8865	Project Coordinator
	Aleisha Coins, Raymond Aleisha.Coins@hindscs.edu 601-857-3914	Navigator
	Angie Miles, Rankin Angie.Miles@hindscs.edu 601-936-1834	
	Betty Gibson, Jackson Betty.Gibson@hindscs.edu 601-857-3914	
	Lauren Powers, Vicksburg Lauren.Powers@hindscs.edu 601-629-6873	

Holmes	Larry Webster-CTE Director lwebster@holmescc.edu 662-227-2358	Project Coordinator
	Jonathan Wright jowright@holmescc.edu 662-472-9065	Navigator
Itawamba	Julia Houston-ABE Director jfhouston@iccms.edu 662-407-1510	Project Coordinator
	Amanda Dickinson asdickinson@iccms.edu 662-407-1514	Navigator
	Amanda Williams adwilliams@iccms.edu 662-407-1518	
Jones	Jennifer Griffith- ABE Director Jennifer.griffith@jcjc.edu 601-477-5403	Project Coordinator
	Jennifer Hughes jennifer.hughes@jcjc.edu 601-477-3287	Navigator
Meridian	Anna Brown abrown47@meridiancc.edu 601-553-3484	Project Coordinator
	Lucy Morgan- WF Project Manager lmorgan1@meridiancc.edu 601-484-8776	
	Rhonda Smith rsmith20@meridiancc.edu 601-484-8645	Navigator
MS Delta	Jamie Hargett jerickson@msdelta.edu 662-246-6519	Project Coordinator
		Navigator - TBD
MS Gulf Coast	Becky Layton- ABE Director Rebecca.layton@mgccc.edu 228-563-2222	Project Coordinator
	Brandi Tisbury Brandi.tisbury@mgccc.edu 228-563-2233	Navigator
Northeast	Pam Meeks- ABE Director pmeeks@nemcc.edu 662-720-7259	Project Administrator
	Charlie Smart cksmart@nemcc.edu 662-692-1507	Project Coordinator
	Angie Bass- Asst. Career Pathway Coordinator akbass@nemcc.edu 662-696-2344	

Northeast	Sherry Floyd-Booneville swfloyd@nemcc.edu 662-720-7574 Harriet Kemp-Corinth hmkemp@nemcc.edu 662-696-2311	Navigator
Northwest	Petrecia Williams pkwilliams@northwestms.edu 662-562-3716	Project Coordinator
	Rachelle Washington rwashington@northwestms.edu 662-562-3715	Navigator
Pearl River	Tina Coleman tcoleman@prcc.edu 601-403-1105	Project Coordinator
	Carol Byrd-Brown, Hattiesburg cbyrd-brown@prcc.edu 601-554-4694 Crystal Penton, Poplarville CDPenton@prcc.edu 601-403-1255 Ruby Smith, Hattiesburg rsmith@prcc.edu 601-403-1431	Navigator
Southwest	Janice McKellar- WF Training Specialist jmckellar@smcc.edu 601-276-3842	Project Coordinator
	Amy Beard abeard@smcc.edu 601276-3802	Navigator

CHAPTER 3: MDES



MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY

Overview of Wagner-Peyser, Veterans
and Senior Community Service
Employment Program (SCSEP)

MDES Mission Statement

*Helping
Mississippians
Get Jobs*

The Wagner - Peyser Act WIOA Title III

Labor exchange program
which connects job seekers with
employment opportunities
and employers
with qualified candidates.

Services

- Job referral
- Placement assistance for job seekers
- Recruitment services to employers with job openings
- Referral to training as appropriate
- Referral to partner agencies
- Job matching
- Job fairs

Services

- Business Outreach
- Skills Gap Analysis
- Labor Market Information
- Work Opportunity Tax Credit
- Federal Bonding Program
- E - Verification

Eligibility

Job seekers must
be legally authorized
to work in the U.S.



Contact Information

- www.mdes.ms.gov
- MS Works Mobile App
- Contact your nearest WIN Job Center or the MDES Call Center
- e-WIN Access Points

Jobs For Veterans State Grants Program



Veteran Representatives

MDES provides services to veterans through:

- The Disabled Veterans' Outreach Program (DVOP)
- The Local Veterans' Employment Representative (LVER)

Veteran Roles

DVOP - Develop job and training opportunities for veterans with significant barriers to employment

- Serve as case managers for veterans
- Provide direct services to veterans enabling them to be competitive in the labor market
- Provide outreach and offer assistance to disabled and other veterans
- Promote employer and community support for employment and training opportunities for veterans with significant barriers

Veteran Roles

DVOP's work with:

- Employers
- Organizations that serve veterans
- Department of Veteran Affairs
- Department of Defense
- Community-based organizations

Veteran Roles

LVER – Work with other service providers to promote veterans as job seekers

- Outreach to employers to advocate on behalf of the veteran job seeker
- Plan and participate in job fairs to promote services to veterans
- Work with the business community to promote employment opportunities for veterans
- Promote credentialing and training opportunities for veterans
- Provide Labor Market Information

Senior Community Service Employment Program (SCSEP)

Overview of SCSEP



Seniors in the Workforce



SCSEP

SCSEP is a mandated partner
of the Workforce Innovation
& Opportunity Act

The Purpose of SCSEP

- To serve older workers with poor employment prospects
- To provide hands-on job training through part-time work at community service agencies
- To assist with the transition of participants to unsubsidized employment
- To provide supportive services to assist participants to obtain and maintain employment

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Mississippi SCSEP

- MDES subgrants to 10 SCSEP Providers
- There are 3 National Providers

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Eligible Participants

- Age - Minimum age of 55 with priority given to individuals age 65 or older
- Income - Family income may not exceed 125% of the Federal Poverty Guidelines
- Unemployed - Participant must be unemployed at time of application and throughout program
- Residence - Participants must reside in the state at time of initial enrollment in which the project is authorized (homeless persons can qualify)

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Enrollment Priorities

- Individuals 65 and older
- Veterans/spouses
- Disability
- Limited English proficiency
- Low literacy skills
- Rural residence
- Low employment prospects
- Failed to find employment through WIOA programs
- Homeless or at risk of homeless

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Enrollment

- To apply contact your local SCSEP Director/Coordinator
- Contact information will be included in your information packet

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Questions?

Office of Reemployment Assistance

Unemployment Insurance Program

Purpose of UI

Provide unemployment benefits to eligible workers who are unemployed through no fault of their own (as determined under State law) and meet other eligibility requirements of State Law.

Purpose of UI (continued)

- Provide temporary financial assistance to unemployed workers
 - Alleviate personal hardship
 - Stabilize the economy
 - Bridge the jobs gap
 - Reduce impact from loss of wages

UI Basic Principles

- UI is financed 100% by Employers
- UI is not a welfare program
- UI benefits are earned through working
- Any individual may file an application for benefits in order for eligibility to be determined

Filing the Claim Application

- Claims may be filed online at any time on the MDES website, www.mdes.ms.gov
- Claims may also be filed via the Call Center Wednesday through Friday, 8 am until 5 pm, by calling 601-855-3133

Monetary Eligibility

- To establish a valid claim for unemployment insurance benefits the individual must have:
- Insured (covered) wages in at least two (2) quarters of the base period
 - Mississippi uses the first four of the last five completed calendar quarters
 - There are variations in other states
 - No less than \$780 in the base period quarter with the most earnings
 - Total wages in the base period equal to forty (40) times the weekly benefit amount

Nonmonetary Eligibility

- Must be out of work through no fault of his/her own
- Claimants must:
 - Register for work at a WIN Job Center
 - File a claim for benefits
 - After filing, serve a one-week waiting period
 - Be able to work,
 - Be available for work, and
 - Be actively seeking work

Work Search Requirements

Claimants must:

- Make an active search for full-time (35 hours or more) work each week
- Make at least three employer contacts each week
- One of the contacts must include the submission of an application for employment

Adjudicating Claimant Eligibility

▶ Non-Separation Issues

- Ability for work
- Availability for work

▶ Separation Issues

- Voluntary Quit
- Discharge

▶ Refusal of Work Issues

Technology

- Internet Claims
 - Initial Claims
 - Weekly Certifications
- Mobile App
 - Weekly Certifications
- Debit Cards
- Employer Internet Applications
 - New Hire Reporting
 - Quick Access - Report Separation Information
 - State Information Data Exchange System (SIDES) and SIDES E-Response
 - New Employer Registration
 - File and Pay quarterly taxes
 - Update Account information

Combat Fraud and Abuse

Detect and Prevent UI Fraud

- National Directory of New Hire, NDNH, Cross-match
- State Directory of New Hire, SDNH, Cross-match
- Social Security Administration Cross-match
- Various other Cross-match processes

References

- ▶ <http://www.mdes.ms.gov/unemployment-claims/>
- ▶ <http://ows.doleta.gov/unemploy/uitopic.asp>
- ▶ <http://ows.doleta.gov/unemploy/aboutui.asp>

Questions??

Helping Mississippians Get Jobs

See What **YOUR** **WIN Job Center** ...has to help you find a job

- Free Job Searches on our website
- Priority services for veterans
- Job placement assistance
- Resume software
- Interview tips
- Resume posting
- Access to office equipment: computers, fax machines, copiers and telephones at no cost when conducting a job search
- A variety of employment services
- Labor Market Information
- Information on GED and Adult Basic Education classes
- Information on Unemployment Insurance benefits
- Online Unemployment Insurance filing
- Information on individual training tuition assistance
- Career and aptitude assessment
- Information on assistance to laid-off workers
- Information on Trade Act Assistance benefits for affected workers
- Information on and referral to child care, transportation and other support services
- Referral to rehabilitation services
- Information about the Governor's Job Fair Network
- Rapid Response services to laid-off workers
- Access to Americans with Disabilities Act equipment
- Career assistance to ex-offenders
- Youth service programs
- Computer training labs

For more information, call **888-844-3577**
or visit mdes.ms.gov

MDES

MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

An equal-opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities.
Those needing TTY assistance may call 800-582-2233.
Funded by the U.S. Department of Labor through the Mississippi Department of Employment Security.

Helping Mississippians Get Jobs

See What **YOUR** **WIN Job Center** ...has for Businesses

- Post your job openings free on our website
- Recruit, screen and refer qualified job candidates
- Provide E-Verify service
- Recruit full-time, part-time and seasonal workers
- Host Job Fairs
- Schedule PC labs for training
- Provide information for On-the-Job Training
- Provide Labor Market Information
- Provide Information on Foreign Worker Employment Certification Guidelines
- Provide office space for meetings, interviewing, on-site screening and skills training
- Provide information about the Work Opportunity Tax Credit
- Assist companies with Rapid Response services to help avert or manage layoffs
- Provide information about the Federal Bonding Program
- Provide help with the Trade Adjustment Assistance program

For more information, call **888-844-3577**
or visit mdes.ms.gov



MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

An equal-opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities.
Those needing TTY assistance may call 800-582-2233.
Funded by the U.S. Department of Labor through the Mississippi Department of Employment Security.

Unemployment Insurance

Purpose

The Federal-State Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed through no fault of their own and meet other eligibility requirements of State law.

- Unemployment insurance benefits are intended to provide temporary financial assistance to unemployed workers who meet the requirements of State law.
- Each State administers a separate unemployment insurance program within guidelines established by Federal law.
- Eligibility for unemployment insurance, benefit amounts and the length of time benefits are available are determined by the State law under which unemployment insurance claims are established.
- In Mississippi benefit funding is based solely on a tax imposed on employers.

Eligibility

- Individuals must meet the State requirements for wages earned or time worked during a base period. In Mississippi this is the first four of the last five completed calendar quarters prior to the time the claim is filed.
- Individuals must be unemployed through no fault of their own and meet other eligibility requirements of State law.

Filing a Claim

- Individuals should file a claim as soon as possible after becoming unemployed. In Mississippi a claim can be filed by telephone or Internet.
 - Telephone: 601-855-3133
 - Internet: www.mdes.ms.gov
- When a claim is filed certain information, such as addresses and dates of former employment must be provided to the agency. To make sure the claim is not delayed, the individual must give complete and correct information.
- A claim should be filed with the state where the individual worked. If the individual worked in a state other than where they live or in multiple states, the state UI agency where they live can provide information about how to file a claim with other states.
- It generally takes two to three weeks after a claim is filed to receive the first benefit payment. Mississippi requires a one-week waiting period; therefore, the second week claimed is the first week of payment, if otherwise eligible.

Continued Eligibility

- Individuals must file weekly certifications responding to questions concerning their continued eligibility. Any earnings from work during the week must be reported. Any job offers or refusal of work during the week must also be reported. The certifications are filed online; MDES will provide filing instructions.
- When directed, the individual must report to the local WIN Job Center. Failure to report as scheduled for any interview may result in benefits being denied.
- Individuals must make an active search for full-time (35 hours or more) work each week. They must make at least three employer contacts each week. One of the contacts must include the submission of an application for employment.

Registering For Work

- Individuals who file for unemployment benefits will be directed to register for work with their local WIN Job Center for assistance with finding employment.
- The WIN Job Centers have current labor market information and provide a wide array of re-employment services free of charge.
- WIN Job Center staff can refer individuals to job openings in their area, or in other parts of the State or country.
- They can refer individuals to various training programs.
- The WIN Job Center can offer testing and counseling to determine other jobs the individual might like to do and able to do.
- They can refer individuals with special needs to other agencies for help with those needs.

Disqualification from Eligibility

- If the reason for separation from the last job is due to some reason other than a "lack of work" a determination will be made about whether the individual is eligible for benefits.
- Generally all determinations of whether or not a person is eligible for benefits are made by the State under its law or applicable federal laws.
- Individuals that are disqualified/denied benefits have the right to file an appeal. The State will advise the individual of appeal rights. The appeal must be filed within an established time frame. The employer may also appeal a determination if he/she does not agree with the State's determination regarding the individual's eligibility.

Benefits

- In general, benefits are based on a percentage of an individual's earnings over a recent 52-week period - up to a maximum amount.
- Benefits can be paid for a maximum of 26 weeks in Mississippi.
- Additional weeks of benefits may be available during times of high unemployment.
- Benefits are subject to Federal income taxes and must be reported on the individuals' Federal income tax return. The individual may elect to have the tax withheld by MDES.

CHAPTER 4: MDHS

WIOA Smart Start Training 2016



MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF FIELD OPERATIONS

Temporary Assistance for Needy Families (TANF) Supplemental Nutrition Assistance Program (SNAP) Applications

- ▶ One application form (MDHS-EA-900) is used for both the TANF and SNAP programs. Only one application is required when applying for both programs.
- ▶ Applicants may apply online at www.mdhs.ms.gov. A paper application may be printed from the MDHS website or requested from any MDHS county office.
- ▶ Applications must be submitted/processed in the county where the applicant lives. Online applications will be submitted electronically to the appropriate MDHS county office.
- ▶ The signature of the legal parent or caretaker relative, serving as the TANF case head or the SNAP applicant, is required, along with a valid address.
- ▶ TANF and SNAP applications must be processed within 30 days. However, the timeframe for SNAP applications may be extended to 60 days if eligibility cannot be determined by the 30th day.

TANF Goals

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
- To prevent and reduce the incidence of out-of-wedlock pregnancies.
- To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- To encourage the formation and maintenance of two-parent families.

MDHS Mission Statement – Provide services to people in need by optimizing all available resources to sustain the family unit and to encourage traditional family values thereby promoting self-sufficiency and personal responsibility for all Mississippians.

TANF Time Limits

- ▶ TANF is limited to a 60-month lifetime maximum for families with an adult in the TANF budget. Countable months include those in which the family receives a TANF payment or transportation assistance.
- ▶ The 60-month time limit is reduced to 24 months for cases with a TANF Work Program (TWP) referable individual, unless the person is engaged in an approved work activity.
 - The 24-month counter begins once the recipient is determined to be “work ready” (referral to TWP).

TANF Work Requirements

Adult TANF recipients must comply with the TANF work requirements, unless an exemption is met. TANF Work Program (TWP) exemptions are:

- Child under age 18
- Age 60 or older
- Incapacitated/not eligible for vocational rehabilitation
- Caretaker of ill/incapacitated child
- Caretaker of ill/incapacitated adult
- Temporarily ill/injured (short term; less than 30 days)
- 3rd trimester and documented medical complications
- Caretaker of child under 12 months (limited to 12 months)
- Drug treatment
- Domestic violence (limited to 12 months)

TANF Eligibility

AGE

- Children must be under age 18 to receive TANF. The parent or other adult caretaker must be 18 years of age or older.

RESIDENCY

- Residency is based on a physical presence being established in the state and the concept of “intent to reside”. There is no durational residency requirement.

DRUG SCREENING

- Adults applying for TANF must be screened to determine the reasonable likelihood of a substance abuse disorder. Refusal to be screened will mean denial of the TANF application.
- Based on screening results, the TANF adult may be required to be tested for substance abuse. Failure to submit to a required drug test means disqualification for the TANF adult.

Deprivation

- ▶ To be eligible for TANF, a child must be deprived of the care of one or both parents due to one of the following:
 - Death
 - Incapacity
 - continued absence
 - unemployed parent
- ▶ Common deprivation causes: abandonment, desertion, divorce, legal separation, never married, death and imprisonment

Family Benefit Cap

- ▶ TANF is limited to children already born or conceived at the time of the initial application.
- ▶ Only children born during the first 10 months of participation will be added to the money payment, unless an exception is met:
 - a child born prior to the 10-month limit returns home
 - child conceived due to rape, incest, sexual assault (must be verified)
 - legal custody transfer
 - child born after 12-month break in TANF benefits
 - death of parent(s)
 - parent incapacity that prevents the parent for caring for child
 - institutionalization/incarceration of the parent for an extended time
 - child returns from foster care

Assistance Unit Concept

- ▶ Persons who must be included in the TANF budget group (along with the children applying for TANF):
 - legal parent of at least one child in the budget, unless the parent receives SSI
 - if two legal parents are in the home, one parent must be incapacitated, unemployed, or sentenced to work without pay while being allowed to live at home
 - needy grantee relative, other than a parent, fulfilling the parental role, provided he/she does not receive SSI and wishes to be included
- ▶ Unmarried minor parents and their dependent children must live with their parents or other adult caretaker relative within the specified degree of relationship. Minor parents may not serve as case head unless a good cause exemption is approved. Once the minor turns 18, he/she and child must be removed from the caretaker relative's TANF case and may apply for his/her own case

Specified Degree of Relationship

- ▶ A needy child must live with a parent, parents, or another adult relative within the “specified degree of relationship” in order to receive TANF:
 - brothers, sisters, half-brothers, half-sisters, uncles, aunts, cousins, nephews, nieces
 - stepfather, stepmother, stepbrother, stepsister
 - individuals who legally adopt a child or his parent, along with biological and other legally adopted children of such persons
 - spouses of individuals in these groups
- ▶ The legal parent in the home is always the caretaker relative, unless ineligible due to receipt of SSI or a disqualification.

Child Support Requirements

- ▶ Receipt of TANF benefits is conditional upon cooperation with Child Support.
- ▶ The parent/caretaker relative must assign support rights to the state. Receiving TANF constitutes assigning child support rights.
- ▶ TANF benefits for the entire assistance unit will be denied for failure to cooperate. The non-cooperating adult will be disqualified from a related SNAP case.
- ▶ Any child support being received (court-ordered or voluntary) must be paid directly to Child Support Enforcement (CSE) until the court order can be modified or the absent parent voluntarily redirects payments.
- ▶ CSE determines cooperation and is required to recover from any child support collections all possible TANF monies. Any remaining difference will be paid to the family as excess current support.

Immunizations

- ▶ Required for all children under age 18, with good cause exceptions.
- ▶ Proof must be provided. If children are attending public school, no verification is required.
- ▶ Failure to comply will result in a 25% reduction in the TANF grant.

School Attendance

- ▶ TANF children ages 6–17 must attend school and meet satisfactory attendance requirements, meaning no more than two unexcused absences in any month. Attendance is verified via a computer match with the MS Department of Education (MDE).
- ▶ Penalty for non-compliance:
 - for a child age 6–12: 25% reduction of both TANF grant and SNAP benefit
 - for a child age 13–17: TANF disqualification for the child
 - disqualification continues monthly until compliance is met



TANF Work Program (TWP)

TANF Work Program (TWP)

A request for assistance in Mississippi is a request for help in **finding** and **keeping** a job!

- ▶ The goal of the TWP is to engage TANF recipients in allowable work activities to help them become more marketable and promote job retention.
- ▶ Supportive services are provided to help eligible participants be successful.
- ▶ Participants must assume personal responsibility to identify and remove barriers.
- ▶ Participants are encouraged to take advantage of the services and resources available to them so they can meet the needs of their families through employment.

TWP Referrals

- ❖ Parents or Needy Caretakers whose youngest child is over the age of 12 months.
- ❖ Both parents in a TANF-UP case (unemployed parent), unless one is specifically exempt.
- ❖ 18 and 19 year olds who have not received a high school diploma or GED will be referred once the infant turns 12 weeks old. Education is the preferred work activity assignment. (Teen parents under age 18 may be referred if childcare is needed to stay in school.)
- ❖ The spouse of an ongoing recipient who is eligible for the six-month marriage disregard will be allowed to volunteer, if unemployed or underemployed.
- ❖ Non Custodial Parents may be court ordered to participate in job readiness training and job search activities for 60 days to find employment.

TWP Work Activities

There are twelve (12) defined work activities that are countable in the state's monthly participation rate calculation. Each activity is considered either Core or Non-Core.

There are nine Core Activities:

- ▶ Unsubsidized Employment
- ▶ Subsidized Private Employment
- ▶ Subsidized Public Employment
- ▶ On-The-Job Training
- ▶ Job Readiness/Job Search
- ▶ Work Experience
- ▶ Community Service
- ▶ Vocational Education
- ▶ Providing child care for an individual in community service

All countable participation reported for these activities will be included in the monthly participation rate calculation.

There are three Non-Core Activities.

- ▶ Job skills training directly related to employment
- ▶ Education directly related to employment
- ▶ Attendance in secondary school/GED program (Exception: countable as a core activity for participant's under the age of 20)

Participation for these activities will only be included in the monthly participation calculation after an average of 20 hours per week are met in a Core activity.

Work Activity Restrictions

The following work activities have restrictions/limitations for counting in the State's TANF participation rate calculation:

- ▶ Vocational Education activities leading to a certification or a degree below an advance degree are limited to 12 months during the TANF 60-month eligibility period.
- ▶ Educational activities including high school, GED and ABE are considered to be a core activity for individuals under age 20 and non-core if age 20 or older.
- ▶ Job Readiness/Job Search activities are limited to 120 or 180 hours during any 12-month period based on the participant's youngest child's age. No more than 4 weeks can be consecutive.

Participation Requirements

The success of the TWP is measured by the number of participants who successfully meet their monthly participation requirements.

Monthly participation requirements are based on the age of the participant's youngest child and the number of weeks in the month (4 or 5):

- ▶ Younger than age 6 – 80/100 hours (20/week)
- ▶ Age 6 or older – 120/150 hours (30/week)

Monthly participation in Work Experience and Community Service activities is determined by dividing the family's SNAP, TANF, TWP Transportation Stipend and VISTA stipend (if applicable) by the federal minimum wage.

Supportive Services

TWP

- ▶ Transportation Stipend (\$120 to \$300 per month)
- ▶ Childcare Certificate for children younger than 13 (up to age 18 if special needs)
- ▶ Work Related Expenses – \$500 per FFY

TRANSITIONAL

- ▶ Transportation Stipend (\$180 to \$300 per month if working 25+ hours per week). Limited to 18 months.
- ▶ Childcare Certificate (up to 24 months if employed and the earned income causes TANF ineligibility)

Note: Stipends are posted to ePayment cards

Incentives

EARNED INCOME DISREGARDS

Two (2) earned income disregards are available to encourage employment, marriage and 2-parent families which allow eligible recipients to receive both their TANF benefits and their paychecks:

- 6-Month Disregard for new employment of 35+ hours found within 30 days of initial TANF approval or the initial start of job readiness (available only one time).
- 3-Month Disregard for new employment of 25+ hours (unlimited with a 12-month break in benefits).

MARRIAGE DISREGARD

Spouse's income and resources may be disregarded in the TANF budget for 6 months (first marriage on/after 10/01/1999).



**Supplemental Nutrition Assistance Program
(SNAP)**

SNAP Application Process

Every person has the right to file an application. A responsible household member or Authorized Representative may apply on the household's behalf.

- ▶ An interview with the household will be conducted within 10 days. (for expedited applications, the interview will be conducted the same day the application is received or no later than the next business day)
- ▶ In certain hardship situations, the office interview may be waived and a telephone interview conducted
- ▶ Households may qualify to receive SNAP benefits within 7 days of application under certain conditions:
 - household monthly income is less than \$150 and resources are \$100 or less; or
 - monthly mortgage/rent and utilities exceed the household's combined income/resources.

Household Concept

- ▶ Persons who live, purchase and prepare food together may apply.
- ▶ Persons living together may or may not be eligible as separate SNAP households, depending on age/relationship of household members.
- ▶ Example: Children under age 22 living with parents or those under age 18 and under the parental control of an adult may not file separately. Spouses may not file separately.

RESIDENCY AND CITIZENSHIP

- ▶ Applicants must live in the county in which they apply for benefits. Residency must be verified.
- ▶ U.S. citizens and certain non-citizens are potentially eligible for SNAP.

RESOURCES

- ▶ For most households, there is no resource test.
- ▶ (Exceptions: receipt of lump sum payments, households with members disqualified due to Intentional Program Violation, drug felons.)
- ▶ Limits:
 - \$2250 for most households
 - \$3250 for households with elderly/disabled member

REQUIRED VERIFICATION

- Identity
- Income (earned/unearned)
- Residency
- Social Security Numbers (SSN's)
- Non-citizen status

CERTIFICATION PERIODS

- 1, 2 months (homeless, unsteady circumstances)
 - 4 months for households with ABAWDs
 - 12 months for most other households
- **Interim Reports** are issued to households at the midpoint of the certification period to allow household to report changes

Child Support Cooperation

- ▶ A parent or other individual exercising parental control of a child under age 18 who has an absent parent must cooperate with Child Support.
- ▶ An alleged father or identified non-custodial parent of a child under age 18 will not be eligible for SNAP if he does not cooperate.
- ▶ Requirements must be explained to the applicant at application, reevaluation, or whenever a child under age 18 is added to the household (form 941–Notice of Child Support Enforcement).
- ▶ Cooperation is determined by Child Support Enforcement.
- ▶ The individual failing to cooperate is disqualified from receiving SNAP for as long as non-cooperation continues.



Supplemental Nutrition Assistance Program
(SNAP)

Employment & Training

Work Registration Requirements

As a condition of eligibility for SNAP, every household member must comply with the following SNAP work requirements unless an exemption is met:

- Complete the work registration process by signing the MDHS–EA–900, Application for SNAP.
- Provide sufficient information regarding employment status or availability for work.
- Accept suitable employment and continue that employment.
- Participate in an E&T Program or workfare program if required.

Work Registration Exemptions

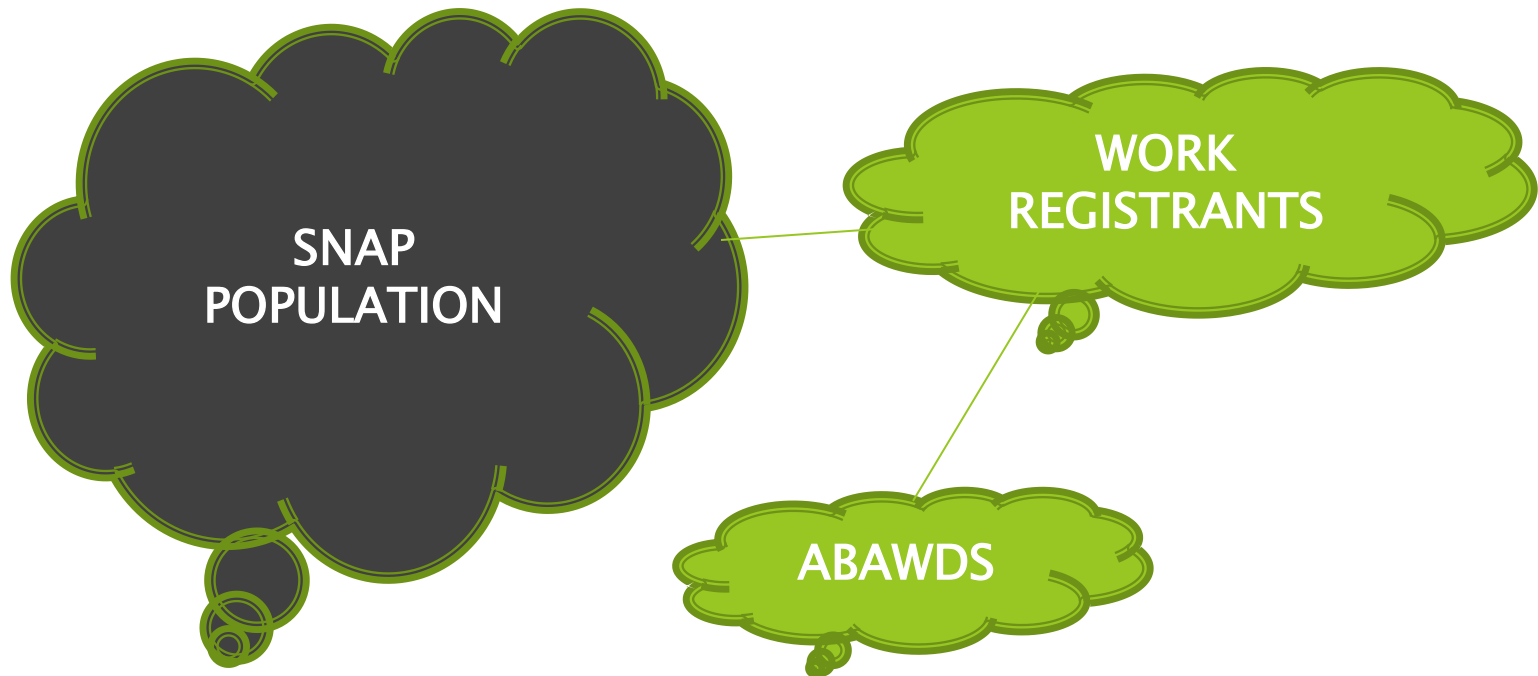
- ▶ **Age – Under 18 and 60 or Older**
- ▶ **Mentally or Physically Unfit for Employment**
 - ❖ Verification is required if the disability is not evident to the worker.
- ▶ **Caretaker of Incapacitated Person**
- ▶ **Caretaker of a Child Under 6**
- ▶ **Exempt Student**
 - ❖ Must be enrolled at least half-time in any recognized school or training program such as high school or an institution of higher education (including distance learning or on-line classes).

Work Registration Exemptions, Cont'd

- ▶ **Participant in Drug/Alcohol Treatment and Rehabilitation**
 - ❖ Must participate regularly but is not required to be a resident of the facility. Treatment facility must be a state-certified rehabilitation program.
- ▶ **Employed/Self-employed 30 Hours per Week or Receiving Weekly Wages Equivalent to Minimum Wage Multiplied by 30 Hours**
- ▶ **Complying with TANF Work Program (TWP) Requirements**
- ▶ **Unemployment Recipient**

Able-Bodied Adults Without Dependents (ABAWDs)

ABAWDS are a subset of the SNAP population required to comply with work registration requirements



Who Is An ABAWD?

An ABAWD is an individual between the ages of 18–49. SNAP eligibility for ABAWDs is limited to 3 months within a 36 month period unless the individual is:

- Pregnant
- Physically or mentally unfit for employment
- Responsible for a dependent child or participating in a SNAP household including a minor child
- Meeting a work registration exemption

Meeting the ABAWD Work Requirement

ABAWDS can continue to receive SNAP benefits if the ABAWD work requirement is met. An ABAWD will meet the work requirement by:

- Working 80 hours per month;
- Participating in a work program 80 hours per month;
- Participating in a workfare or comparable workfare program (FLSA calculation–SNAP benefit divided by minimum wage); or
- Combining work and participation in a work program for 80 hours per month.

SNAP

Employment & Training

MDHS operates two (2) E&T programs serving qualified SNAP recipients:

- ▶ **Tuition Assistance**
- ▶ **Regular E&T**

Tuition Assistance Facts

Tuition Assistance...

- Is available to individuals between the ages of 16–59 who are enrolled or accepted for enrollment in a career and technical course of study or a workforce skills training program at a participating community college. Academic courses of study are not covered under the Tuition Assistance Program.
- Covers tuition expenses not covered by Pell or other State or Federal grants or scholarships.

Participating Community Colleges

Eight (8) of Mississippi's 15 community colleges participate in the Tuition Assistance Program:

- Coahoma
- Copiah–Lincoln
- Hinds
- Holmes
- Itawamba
- Meridian
- Northeast MS
- Pearl River

Program Services for Tuition Assistance

- ▶ Assessment by a Career and Technical Advisor (CTA) from the community college. The CTA is the point of contact for Tuition Assistance participants.
- ▶ Assistance with the completion of grant and scholarship applications.
- ▶ Information and screening for SNAP eligibility.
- ▶ Eligible tuition expenses are paid at 100%. Required textbooks, supplies, and fees are paid at 50%.

Regular E&T

MDHS operates Regular E&T for ABAWDs not meeting or not exempt from the ABAWD work requirement. This program is:

- ▶ Available only to non-exempt ABAWDs.
- ▶ **Mandatory** – If participation is required, the ABAWD must satisfactorily participate or risk the loss of SNAP benefits with a timed disqualification period, unless good cause is determined.

Regular E&T Activities and Services

All Regular E&T participants must create a profile and register for employment with **Mississippi Works**. Individuals are provided with a \$50 monthly transportation stipend and referred to one of the following activities:

- ▶ **Education and/or Training**

- ❖ ABE/GED programs
- ❖ Programs operated by local CBO
- ❖ Programs at local community colleges

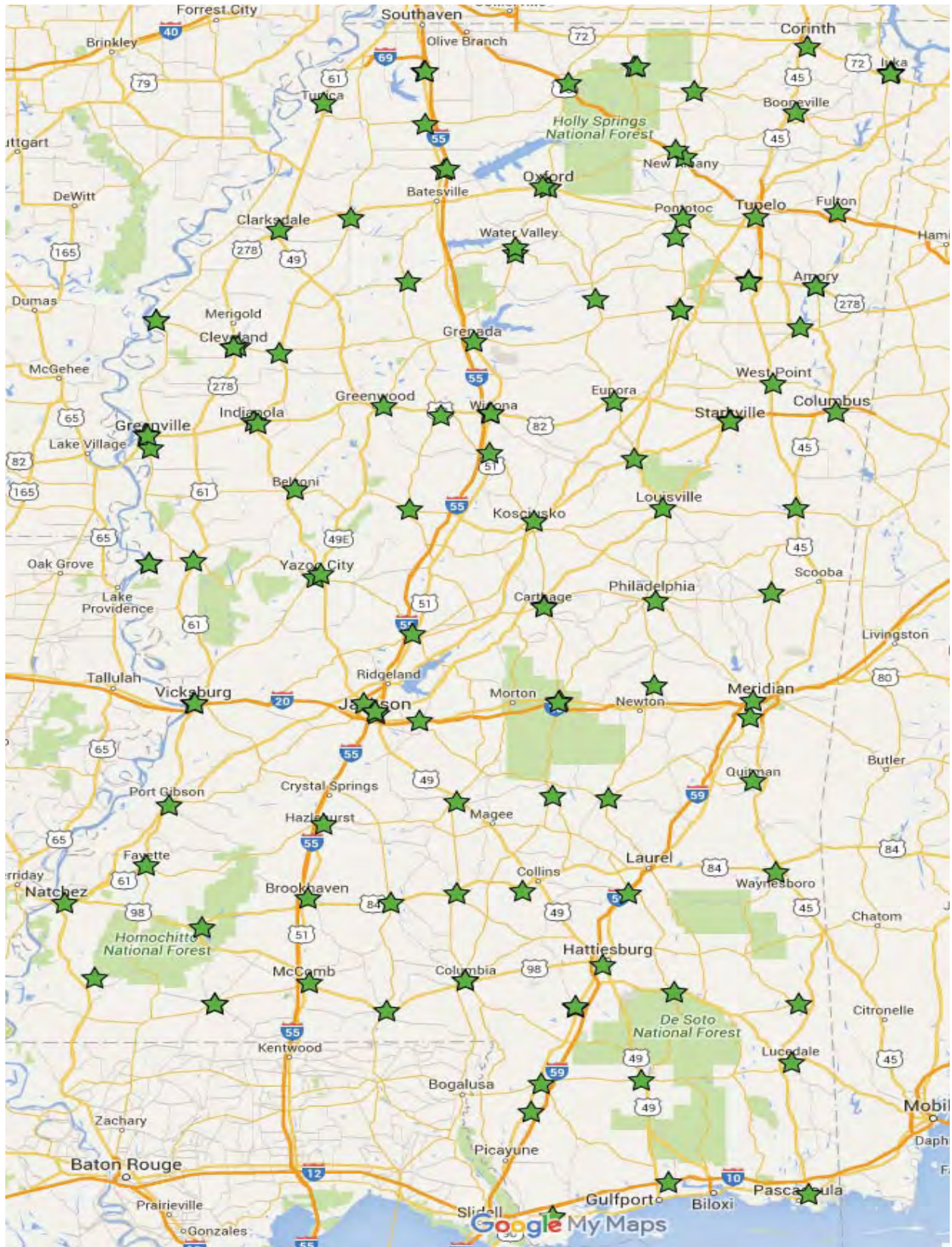
- ▶ **Workfare**

- ❖ Placements at public or private non-profit organizations or government entities

- ▶ **Comparable Workfare**

- ❖ Self-initiated workfare placements

Find a MDHS county office near you at www.mdhs.state.ms.us:



TANF

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

What is TANF?

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193) replaced the AFDC and JOBS Programs with Temporary Assistance for Needy Families (TANF) which includes the TANF Work Program.

Temporary Assistance for Needy Families program, administered by the Mississippi Department of Human Services (MDHS), provides benefits for families with needy children under age 18 without regard to race, creed, or national origin. Monthly TANF benefits are paid for children and their needy caretaker relatives who do not have enough income or resources to meet their everyday needs by state standards.

How long may a person receive TANF?

Beginning in October 1996, no family that includes an adult can receive TANF assistance for more than 60 months. A family that includes an adult who is determined to be work ready must comply with TANF Work Program (TWP) requirements to remain eligible for TANF. No TANF benefits will be paid to the family if the non-exempt person is not participating in an approved work activity and the family's 60-month time limit will be reduced to 24 months.

Where to apply?

The parent(s) or relative should apply for TANF at the county Department of Human Services(DHS) Field Operations office which is open Monday through Friday. If a person is not able to go to the office, other arrangements may be made.

How is eligibility determined for a TANF family?

When an application for assistance is made, a worker will conduct an interview and collect information to see whether the family is eligible according to all of the TANF regulations. Then the person will receive a notice in the mail within 30 days stating whether the family is approved for benefits. Some factors involved in determining whether the family will receive TANF are:

Deprivation - The children for whom TANF benefits are requested must be deprived of parental care and support of at least one parent by reason of absence, disability or unemployment. If the parent or parents are absent, the reason for the absence must be determined. This absence may be due to situations such as death, non-marriage, desertion, divorce, illness or hospitalization and in some cases unemployment of one or both parents.

Social Security Numbers (SSN) - Each person for whom TANF is requested must apply for and/or provide their Social Security number.

Citizenship Status - Each person for whom TANF assistance is requested must be a citizen of the United States or a qualified alien.

Income - The TANF family's income, and the income of a stepparent with whom the child lives must be considered in determining whether the basic needs of the child are being met.

Resources - In order to be eligible, the case members must not own property (other than the home) or have cash or other resources which have a combined value of over \$2000.

Disability - If the application is made because a parent is ill or disabled, the disabled parent will be required to have an examination by a licensed physician and the medical report reviewed by doctors and personnel in the State Office to see whether the person meets the definition of disability. However, if the parent receives SSI or Social Security or 100% VA benefits based on disability, the examination and review are not necessary.

Unemployed parent - A family with both able-bodied legal parents in the home may be eligible for the Unemployed Parent (TANF-UP) program if the principal wage earner meets certain conditions regarding past and present employment and other requirements of TANF are met.

Child support - All applicants for and recipients of TANF must assign their rights to support to the State and cooperate with the State in establishing paternity and obtaining support. Failure without good cause to assign those rights to the State or failure to cooperate with the State in establishing paternity and obtaining child support will cause the application for TANF assistance to be denied, or the TANF benefit for the family to be closed.

If the TANF case is closed because of a failure, without a good cause, to cooperate with the child support requirements, the family will not be approved for TANF again until that child support requirement has been met or the family becomes exempt.

TANF Work Program - This program assists TANF recipients to become self-sufficient by providing needed employment-related activities and support services. Participation in this program is a requirement for persons who receive TANF and are not exempt for certain reasons. If these persons refuse to take part in the program, the TANF case will be closed or denied. Certain persons who are exempt from TANF work requirements may volunteer to participate. A person may get more information about the TANF Work Program at any county Field Operations office.

Family benefit cap - The TANF benefit will be limited to children existing or conceived at the time the caretaker relative initially applies and qualifies for assistance. Only children born into the family during the first 10 months the family receives benefits may be added to the case unless the child meets one of the exception reasons. The family benefit cap date is set for the first benefit month and the 10-month count begins with that month. Children born to minor parents who are themselves receiving TANF benefits as a dependent child will not increase the family benefit unless the infant is born within the first 10 months the family receives assistance.

A child born into the family after the family has been off TANF assistance for at least 12 consecutive months may be added if the family applies again and is approved for benefits. No additional children may be added after 10 months in the new benefit period, and no child previously subject to the family benefit cap will be added in any future benefit period for that family.

Strikers - Persons in a TANF budget group who are on strike because of a labor dispute are not eligible unless they were eligible the day before the strike and continue to be eligible at the time of application.

School attendance - All children ages 6 through 17 years must attend school regularly unless there is good cause. Failure to meet this requirement for children ages 6 through 12 years will mean a 25% reduction in the family's TANF and SNAP benefits. Failure to meet this requirement for children ages 13 through 17 years will mean TANF disqualification for the child and a 25% reduction in the SNAP benefits.

Immunization - All children included in the TANF case must receive timely immunizations as recommended by the State Department of Health. Failure to meet this requirement without good cause will mean a 25% reduction in the TANF and the SNAP benefits.

THE PARENT(S) OR RELATIVE WHO APPLIES FOR TANF MUST:

- Sign a Personal Responsibility Contract;
- participate in the TANF Work Program unless qualified for an exemption;
- apply for and/or provide social security account numbers for all family members;
- assign support rights to the State of Mississippi on behalf of all family members and cooperate in establishing paternity and obtaining support;
- attest to the citizenship status of the adults and the children; and
- provide verification of their relationship to the child(ren), dates of birth of all for whom assistance is requested, income and resources.

How much will the TANF benefit be?

The amount of the TANF benefit is based on the family's size and income. When the income does not meet the needs, the family may be approved for TANF for part of the unmet need up to the State maximums. Monthly TANF benefits in Mississippi are limited to:

- \$110 for the first person
- \$36 for the second person
- \$24 for each additional person

Families who qualify for a benefit of less than \$10.00 do not receive a payment.

What are the reporting requirements?

TANF households must report changes based on individual household requirements.

An exception to this rule requires that a parent or caretaker relative must report **within 5 days** if they move out of state and when a child who receives TANF benefits leaves the home and it becomes clear to the family that the child will be gone for **more than 30 days**. Failure to report this change will cause the parent or caretaker relative to be disqualified from TANF. Failure to report this change timely can also mean a 25% penalty reduction in the household's SNAP benefit.

What happens when a person's TANF case is closed?

If the TANF case closes because of increased earnings or loss of an earned income disregard the family may qualify for help in paying for child care and transportation when the TANF case closes.

If the TANF case closes because of a work program violation, the penalty time period must be served and the person who caused the violation must comply with the work requirement or meet an exemption before a TANF application can be approved again.

If a person disagrees with the Department's decision, what are the options?

A person may ask for a hearing anytime he disagrees with actions taken by the county case worker affecting the TANF case. Each notice concerning actions being taken on the TANF case will explain how to request a hearing. The individual will be given an opportunity to present facts, speak for himself, and bring anyone to the hearing to help him present his case. The person may request the hearing with the county office or the State Office to hear the evidence and review the case.

Any person who applies for or receives assistance or services also has the right to file a complaint with the county Field Operations Office, the State Office, or with the federal government if it appears discrimination is being practiced.

What is the penalty for the fraudulent receipt of the TANF benefits?

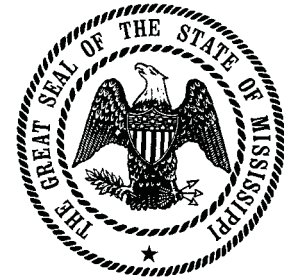
Anyone who makes, or causes to be made, a false statement or misrepresentation of material in a TANF application or for use in determining eligibility for TANF may be referred to law enforcement for prosecution. If found guilty it could result in fines, imprisonment or both. The Department will also take all reasonable and practical steps to correct and collect all improper payments made through the TANF Program. Using guidelines dictated by federal regulations and state law, the Department will also recover from the person who caused the overpayment even though that individual may no longer receive TANF benefits.

MDHS will consider each application without regard to race, color, gender, sexual orientation, age, disability, religion, national origin or political beliefs and marital or family status.

NOTES

TANF

Temporary Assistance for Needy Families



**MISSISSIPPI
DEPARTMENT OF
HUMAN SERVICES**

DIVISION OF FIELD OPERATIONS

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

INFORMATION SHEET FOR TANF APPLICANTS

Substance Abuse Screening Up-Front Job Search and Vocational Rehabilitation Services

A request for TANF assistance in Mississippi is a request for help in finding a job!

All adults applying for TANF assistance will be required to meet with a MDHS eligibility worker, a MDHS case manager, and comply with substance abuse screening or TANF Up-Front Job Search requirements or Vocational Rehabilitation services before their TANF application can be approved. However, adults who meet an exemption, other than incapacity, from TANF Work Program (TWP) requirements at the time of the application interview will only be required to comply with the substance abuse screening requirements.

- √ Meet with a MDHS eligibility worker and fully complete the TANF application interview process.
- √ Provide a completed MDHS-EA-331, Report of Medical Examination as requested, if claiming a work program exemption due to incapacity.
- √ Meet with MDHS case management and fully complete the TWP intake process.
- √ Take a questionnaire to determine the reasonable likelihood of a substance abuse disorder.
- √ Meet with a TWP case manager who will assess your work readiness, employability skills and determine if you need any supportive services to help you find and keep a job or participate in vocational rehabilitation activities, if applicable.
- √ Work with a TWP case manager to develop an employability plan (EDP) that will help you and your family become self-sufficient as quickly as possible. Your EDP will identify the TWP work activities you may be assigned to immediately after your TANF case is approved.
- √ Register for work at your local WIN Job Center and comply with any other job search activities deemed necessary or meet with a Vocational Rehabilitation counselor, comply with the interview process and accept any services available to you in order for you to become more employable.
- √ Actively look for a job and/or participate in available Vocational Rehabilitation programs.
- √ If referred to the WIN Job Center you must provide verification, within the ten-day time period, that you registered for work and that you are in compliance with any other job search activities assigned by your TANF case manager and/or the WIN Job Center employment representative.
- √ If referred to Vocational Rehabilitation you must provide verification, within the 10-day time period, that you kept your appointment and that you are cooperating with the Vocational Rehabilitation counselor.

(See Back)

TANF applicants who are incapacitated or applicants who request an exemption from work program requirements will be required to comply with substance abuse screening and the above TANF Up-Front Job Search or Vocational Rehabilitation requirements, whichever is applicable, while they get the verification needed to determine their eligibility for an exemption.

Failure to comply with all of the above requirements, without good cause, will cause your TANF application to be denied. Failure to keep your appointment with your MDHS eligibility worker or your MDHS case manager will mean that you no longer need TANF assistance and that you wish to withdraw your TANF application.

The TANF application interview and the TWP intake process may take about three hours to complete. Please make arrangements for child care and be prepared to complete the entire process on the same day. If the TWP intake process is not completed on the same day as your TANF application interview, you will be given another appointment to meet with MDHS case management.

If you have any questions, please call your local county Department of Human Services.

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES



Temporary Assistance for Needy Families (TANF)

SUBSTANCE ABUSE DETERMINATION PROCESS (SADP)

Substance Abuse Determination

Beginning August 1, 2014 all adult TANF applicants (age 18 or over) will be required to complete a substance abuse screening questionnaire as part of the eligibility process. This questionnaire is used to determine their likelihood of a substance use disorder involving the misuse of a controlled substance.

When the TANF case is opened, persons determined to have a reasonable likelihood of a substance use disorder will be required to complete a random drug test at one of the approved DHS drug testing locations. Those who test positive on the drug test will be required to follow a treatment plan that includes receiving treatment for a substance disorder and testing negative on subsequent drug tests.

Frequently Asked Questions

Q: What does “Substance Abuse Determination Process” (SADP) mean?

A: This is the official title of the entire process that all (age 18 or over) adult TANF applicants/recipients must comply with for drug screening requirements within the TANF program. This process is to meet the requirements of new State law passed, in 2014. The goal of this legislation is to help recipients identify potential substance abuse issues and receive treatment and resources to help resolve them. Any individual applying for TANF on or after August 1, 2014 will be required to participate in this process.

Q: What programs will this affect?

A: This will affect all adult (age 18 or over) TANF applicants applying August 1, 2014 or after. Also,

if a recipient is in a substance abuse treatment as a part of the SADP and the TANF case closes for earned income, if the client receives TANF transitional services (transportation, child care), they will be required to comply with their treatment and other requirements. Speak with your case manager/worker for any additional information regarding TANF transitional services requirements.

Q: Will this process keep a person from being eligible for TANF?

A: The substance abuse screening questionnaire must be completed prior to approval of a TANF application. However, results of the substance abuse screening questionnaire will not be part of the requirements for approval. If required, drug tests will not be administered until after an individual is approved for TANF. The SADP helps families by providing substance abuse treatment with the intention of assisting recipients toward the goal of obtaining and maintaining employment.

Q: What is the effective date of this new process?

A: August 1, 2014. Applications received prior to this date are not subject to the SADP requirement. Any new TANF applications after August 1, 2014, will require the adult applicant to be screened.

Q: Who will have access to the results of the substance abuse screening questionnaire and drug tests?

A: County Director/Designee and the case worker will receive the results and determine if further steps are required with the applicant, including drug testing referral, substance abuse treatment referral and sanctions when a client is in non-compliance with the process. Drug testing results

will not be shared or distributed outside of DHS for external use. The security of this information and client confidentiality is important to DHS.

Q: What is a “Substance Abuse Screening Questionnaire?”

A: This is a questionnaire that all adult TANF applicants (age 18 or over) must take at application to determine if they have a likelihood of a substance use disorder. This is an eligibility requirement in order to receive TANF.

This questionnaire is also known as Substance Abuse Subtle Screening Inventory (SASSI). Results of the test do not affect approval of TANF. The questionnaire should take no longer than 30 minutes and must be taken by 4 PM in a DHS county office to ensure it is completed before the office closes. The Case Manager can accommodate clients with any language barriers, concerns or disabilities in order to complete the questionnaire. Proper photo identification is required so the county office staff can identify you for taking the questionnaire.

Q: If a person applying for TANF tests positive or doesn’t follow through with the substance abuse treatment, what happens next?

A: Those who initially fail the drug test will be required to enroll in a Substance Abuse Treatment Plan with a Department of Mental Health approved provider, for an intake appointment to assess and determine an appropriate course for treatment lasting a minimum of 60 days as part of their participation in the program. **Children are not allowed to attend this appointment.** Substance abuse treatment will be monitored weekly and is based upon current substance abuse treatment practices and random urinalysis (UAs). This treatment program is a part of the participation in the TANF program but does not

preclude participation in other employment related activities. Not registering for the initial drug test, not completing the drug test, not attending an intake appointment, testing positive on a subsequent random drug test or not attending or completing required substance abuse treatment will result in non-compliance sanction. Those persons sanctioned will be ineligible for 3 full months or until compliance, whichever is longer after a first occurrence or 12 full months or until compliance, whichever is longer if there is a second occurrence within 12 months of the first occurrence.

Q: Explain a “Non-Compliance” (NC) sanction.

A: This is a type of sanction created when a TANF recipient is sanctioned as part of the SADP. The NC sanction would apply to the TANF adult only. A parent can receive a NC sanction during this process for the following reasons:

- Not taking the drug test or completing an agency required drug test
- Not attending the Substance abuse evaluation appointment
- Testing positive on any subsequent drug tests
- Not attending or completing required substance abuse treatment

Q: What do I need to do to take the drug test?

A: If you have received a TANF approval notice indicating you are required to take a drug test, you will also receive a packet including instructions for drug testing with the location and your ePassport. You are required to take the drug test at the facility listed within seven days of the notice. If you need an alternate drug testing facility, contact your case worker.

Q: What documents do I need to take to the drug testing facility?

A: Photo Identification, ePassport and TANF Drug Testing Instructions.

Q: If a TANF recipient gets a full time job working 40 hours a week and is also currently participating in required substance abuse treatment as part of the SADP, would they be exempt from the treatment because they are now working full time?

A: No. All TANF recipients must continue to follow through with the SADP requirements in addition to their employment, or the adult will be sanctioned for non-compliance.



MDHS is an equal opportunity employer and provider.

MS Department of Human Services
P O Box 352, Jackson, MS 39205

ADDITIONAL BENEFITS

While you are working, you may be entitled to the Earned Income Tax Credit (EITC), a federal tax benefit for working families with at least one dependent child living at home.

Families who stop receiving TANF benefits because of earned income may be eligible for the following transitional supportive services:

- Transitional Child Care
- Transitional Transportation
- Case Management/Job Counseling Services

Ask your Case Manager about the eligibility requirements for receiving these transitional services.

SANCTIONS

If you are disqualified for failure to participate in the TANF Work Program, you will receive a full benefit sanction. A full sanction means that



your TANF case will be closed. Your SNAP case will also close if you do not meet a SNAP work exemption or your benefits will be reduced. If you fail without good

cause to participate satisfactorily, the appropriate penalty listed below will be applied:

1 st offense	2 months without benefits*
2 nd offense	6 months without benefits*
3 rd offense	12 months without benefits*
4 th offense	permanently disqualified

*or until compliance, whichever is longer

VOLUNTARY QUIT VIOLATION

If you quit a job, voluntarily reduce your work hours, or get terminated as a direct result of your personal actions you will receive a full benefit sanction. This will affect your TANF and SNAP benefits. You will be disqualified for the appropriate TWP sanction period. Information about a full sanction and the penalties are listed under SANCTIONS above.

FAIR HEARINGS

If you disagree with a TWP decision, you have 10 days from the date of your closure or benefit change notice to request a fair hearing if you want your TANF benefits to continue during the hearing process. Ask your Case Manager if you have any questions about your rights and responsibilities in the TANF Work Program.



FOR MORE INFORMATION ABOUT THE TANF WORK PROGRAM, CONTACT YOUR LOCAL COUNTY DEPARTMENT OF HUMAN SERVICES.

NOTES



MDHS is an equal opportunity employer and provider.

MS Department of Human Services
MDHS-EA-358 P. O. Box 352, Jackson, MS 39205 Revised 12-01-13

Temporary Assistance for Needy Families



TANF WORK PROGRAM



Mississippi's Work Program

TANF

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193) replaced the AFDC and JOBS Programs with Temporary Assistance for Needy Families (TANF) which includes the TANF Work Program (TWP). TANF was reauthorized by the Deficit Reduction Act of 2006 (DRA) (Pub. L. 109-171). The TANF Program, administered by the Mississippi Department of Human Services (MDHS), provides benefits for needy families with dependent children under age 18 without regard to race, creed, or national origin. Monthly TANF benefits are available for eligible children and their needy caretaker relatives who do not have enough income or resources to meet their everyday needs.

The goal of the TANF Work Program is to end the dependence on public assistance by helping you prepare for a job by providing job readiness training, job skills training, vocational training, other educational training programs, and assisting you in finding and keeping a job.

TANF TIME LIMITS

A family with an adult included in the TANF grant can only receive TANF benefits for a lifetime maximum of 60 months. If you are not exempt from work requirements, you will be considered a work eligible individual and you will be referred to the TANF Work Program. The 60-month life time limit will be reduced to a maximum of 24 months if you do not participate satisfactorily in approved work activities.



Unless you meet a work exemption, monthly TANF benefits will not be paid to you if you fail to cooperate with the TANF Work Program or meet the requirements of your employability development plan.

EXEMPTIONS

You may be eligible for an exemption from TANF Work Program requirements for the following reasons:

- Disability;
- Caretaker of an ill or incapacitated person (verified by a physician);
- Age – Over 60 or under 18;
- Domestic violence – documented by a physician and law enforcement records (not to exceed 12 months);
- Temporary Disability – not lasting more than 30 days;
- Pregnancy – third trimester based on medical complications verified by a physician;
- Substance Abuse Treatment – this exemption may only be requested at the time of application, reevaluation, or change from exempt to mandatory participation status; or
- Caring for a child under 12 months old – this exemption can only be granted for a total of 12 months in a lifetime, regardless of the number of children you have.

TANF WORK PROGRAM

TANF WORK PROGRAM CASE MANAGEMENT

TANF Work Program **Case Management Staff** will:

- Provide orientation about work program requirements;
- Assess your employment skills and abilities to get and keep a job;
- Determine the work activities and type of services you need to get ready for work and find a job;
- Help you make an Employability Development Plan (EDP) to help you reach your employment goal;
- Help you with transportation, child care, and work related expenses (uniforms, tools, licenses, etc.), if you need these services to be able to participate in activities or go to work;
- Help you prepare for work by providing training and instruction about work place expectations, interviewing skills, attitude, appropriate dress, hygiene, grooming, money management, shopping tips, etc. and
- Help you find and keep a job by assisting you with job search activities, employer contacts, scheduling job interviews, and going with you, if necessary, to job placement services, post employment follow-up, etc.

While cooperating with the TANF Work Program and meeting the requirements of your employment plan (EDP), you will continue to receive your TANF benefits and supportive services.

TANF WORK ACTIVITIES

You will work with your Case Manager to determine your employment goal. You and your Case Manager will develop an employment plan, outlining work activities needed to help you reach your employment goal as quickly as possible. You will participate in one or more of the following TANF work activities:



- Job readiness and job search activities
- Employment
- On-the job training
- Work experience programs
- Community service programs
- Vocational education (not to exceed 12 months)
- High school or GED equivalent, if under age 20
- Job skills training directly related to employment
- Education directly related to employment

All of the above activities have certain requirements and restrictions that apply for the TANF Work Program. Your Case Manager will explain your work participation requirements to you.

TANF TOTAL EARNED INCOME DISREGARDS



TANF recipients who find full-time employment of 35 or more hours per week and earn at or above the federal minimum wage may have the earned income received from this employment totally disregarded from the **TANF**

budget for up to six (6) months. If you are eligible, this will allow you to receive both your TANF benefits and your paycheck. To be eligible, you must find full-time employment:

- Within thirty (30) days after your initial (first) approval for TANF benefits after July 1, 1997;

-OR-

- Within thirty (30) days after the start date of your initial (first) job readiness/job search work activity in TWP.

If you do not qualify for the 6-month total earned income disregard, you may be eligible for a 3-month total earned income disregard. To qualify, your earned income must make you ineligible for TANF benefits and you must be employed at least 25 hours per week earning at or above the federal minimum wage.

If you choose to receive TANF benefits using an earned income disregard while employed, you will be using months toward your 60-month lifetime maximum benefit limit. Ask your Case Manager about the qualifications for the Six-month (6D) and Three-month (3D) TANF total Earned Income Disregards.

Marriage Disregard



To encourage marriage and two parent families, a new spouse's income and resources will be disregarded up to six months for a TANF recipient's first marriage after October 1, 1999. TWP services will also be offered to the new spouse if the person is unemployed or underemployed.



MARRIAGE DISREGARD - If you marry for the first time after 10/01/99, you may have your new spouse's income and resources disregarded for six(6) months. This may allow you to continue receiving TANF benefits for six months.

TRANSITIONAL SERVICES - If you stop receiving TANF benefits because of increased earned income you may qualify for:



- ★ **Transitional Child Care** if you continue to work.
- ★ **Transitional Transportation** if you continue to work 25 hours or more per week at or above the federal minimum wage.
- ★ **Case Management Services** will continue to help you resolve any problems you may have on your job.
- ★ **Job Counseling Services** will continue to help you with job retention and job advancement.

NON-TANF SERVICES



SNAP - Your family can continue to receive SNAP benefits as long as you qualify for them after your TANF case closes.

WOMEN-INFANTS-CHILDREN (WIC) PROGRAM -

If you are pregnant, breast feeding, or have a child less than age 5, contact your local Health Department about WIC.



TANF benefits and TANF Work Program (TWP) services are provided through the Mississippi Department of Human Services, Division of Field Operations. Contact your local DHS county office about TWP services.

YOU WILL NOT BE ELIGIBLE FOR THESE SERVICES IF THE ONLY ELIGIBLE CHILD LEAVES THE HOME OR YOU MOVE OUT OF THE STATE OF MISSISSIPPI.



MDHS IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

MDHS-EA-358A

MDHS, P O BOX 352, JACKSON, MS 39205

REVISED 12-01-13

TANF

Temporary Assistance for Needy Families

Work Program Services

A request for assistance in the State of Mississippi is a request for help in **FINDING** and **KEEPING** a job!

- ▶ You will never be free until you are economically free!
- ▶ The goal of the TANF Program is to end the dependence on public assistance by preparing you for a job, by helping you with job readiness training, job skills training, vocational training and other educational training programs. We can assist you in gaining access to vocational rehabilitation services/resources and finding and keeping a job.
- ▶ Remember, there are time limits on receiving public assistance. In order to support yourself and your family, you must become self-sufficient through employment.
- ▶ Your participation in the TANF Work Program (TWP) may allow you to take advantage of all the following services:



- ✓ Child Care
- ✓ Transportation Allowance
- ✓ Work-Related Expenses
- ✓ Income Disregards
- ✓ Earned Income Tax Credit

Transitional services are also available to help you after you find a job and your TANF case closes!

- ✓ Child Care
- ✓ Transportation Allowance
- ✓ Job Counseling Services
- ✓ Case Management Services

WORK ACTIVITIES - Once you have been approved for TANF and are referred to the TWP, your Case Manager will assess your employment skills and ability to get and keep a good job. Your "Employability Development Plan" will help determine the work activities and type of services you need to get ready for work and find employment.



Based on your individual needs, you will be required to participate in one or more of the following work activities. While you participate in your assigned work activities, you may continue to receive your TANF and SNAP benefits if you participate satisfactorily.

- | | |
|------------------------|----------------------------|
| ☞ Employment | ☞ Job Readiness/Job Search |
| ☞ Work Experience | ☞ Job Skills Training |
| ☞ Community Service | ☞ Education Directly |
| ☞ High School or GED | Related to Employment |
| ☞ Vocational Education | |

As long as you participate satisfactorily, the following supportive services will be provided, if needed, to help you gain full-time employment as quickly as possible.



CHILD CARE - Once you select an approved child care provider of your choice, your Case Manager will send a referral to the Division of Early Childhood Care and Development (DECCD). DECCD will issue a certificate for your child(ren) and pay your provider.

TRANSPORTATION - MDHS will issue you a bus pass or provide a monthly work allowance. If you receive a monthly work allowance, you will be responsible for making your own transportation arrangements.



WORK RELATED EXPENSES* - To assist you in finding and keeping a job, MDHS will pay fees for:



Safety Equipment - Tools - Work Permits
Birth Certificates - Uniforms
GED Tests - Other Approved Items

*These items must be required by law or by the employer.



INCOME DISREGARDS - If you find full-time employment (35 hours per week), at or above the federal minimum wage, you may be eligible to have the earned income received from this employment totally disregarded from the TANF budget for up to six (6) months. You will be allowed to receive both the TANF benefits and your paycheck when

full-time employment is obtained under these conditions:

- ▶ within thirty (30) days after the initial approval for TANF benefits after July 1, 1997; or
- ▶ within thirty (30) days after the initial start date of the job readiness/job search work activity in TWP.

If you do not qualify to have your earned income disregarded for six months, you may be eligible to have your earned income disregarded for three (3) months if your earned income will cause your TANF case to close and you are working at least 25 hours per week at or above the federal minimum wage.

Any TANF benefits you receive while using the total earnings disregards will be counted toward your 60-month lifetime maximum benefit limit.

EARNED INCOME TAX CREDIT - If you are in a low income family (with dependent children) and work part-time or full-time you can get more take-home pay through the Earned Income Tax Credit (EITC). The amount of money depends on your income and family size. **Your family does not have to owe any taxes to get the EITC.** There are two ways your family can get the extra EITC money:



- ➔ You can get all the extra EITC money when you file your federal tax return; or
- ➔ You can get part of the extra EITC money in advance with each paycheck and the rest when you file your tax return. Choosing this option can help you meet your family's weekly and monthly needs.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
TANF WORK PROGRAM (TWP)
CHILD CARE SERVICES
Information Sheet**

TANF Work Program (TWP) participants may be eligible for TANF TWP child care services, if needed, while they work or participate satisfactorily in other allowable work activities. Satisfactory participation will be determined and explained by the case manager. The Mississippi Department of Human Services (MDHS) case management staff is responsible for determining eligibility for child care assistance, processing child care referrals for eligible parents, and requesting termination of child care services for TANF recipients who are required to participate in the TWP. The Division of Early Childhood Care and Development (DECCD) is responsible for issuing and maintaining child care certificates, processing child care provider payments, and approving provider applications.

All child care providers must be approved by DECCD prior to participation in the certificate program. Parental choice allows parents needing assistance with child care expenses to select a provider from a list of approved providers. An adult living in the home with the child cannot be paid for child care services. Parents choose the type of child care desired for their children. Available types are:

- Licensed Center or Group Home;
- Relative Family Child Care Provider;
- Non-Relative Family Child Care Provider;
- Relative In-home Child Care Provider;
- Non-Relative In-home Child Care Provider

The list of approved child care providers is updated daily and is available on the DECCD website at www.childcareinfo.ms. A copy can also be obtained from case management. Case management cannot process a referral for child care services until the parent selects an approved child care provider and returns a completed Child Care Provider Selection form (MDHS-FO-380) to case management. The following facts are provided to help parents understand the Child Care Certificate Program:

- ☞ Child care referrals for TWP participants are processed electronically by case management allowing quicker access to child care services.
- ☞ DECCD will electronically process the referral overnight. The next business day, DECCD will email a copy of the active certificate to your child care provider and to you.
- ☞ DECCD uses a system called Mississippi eChildcare which requires you to have an active email address. All communication from DECCD about your child care certificate(s), notice of termination, and any other notifications will be sent to you electronically. It is your responsibility to view your notifications timely and contact DECCD if you have any questions. You must notify DECCD, within 3 business days, if your email address changes.
- ☞ You must comply with DECCD's eChildcare requirements and register your household information online at www.childcareinfo.ms (click on the "Parents" tab and then click on the Parent Registration link.) Failure to do so, will cause your child care services to be terminated.

- ☞ You must check your child(ren) in and out each care day at the child care provider's location. This will be done by signing your child(ren) in and out using the child's legal name.
- ☞ Provider payment rates are set by DECCD. If the provider you select charges more than the payment rate allowed, you are responsible for paying the difference directly to your provider each month.
- ☞ If you wish to change providers, you must give your current provider two weeks notice before removing your child, unless extenuating circumstances occur. It is your responsibility to have both your current and new provider complete the appropriate sections of a Request for a Change in Provider Form. DECCD cannot process a certificate for your new provider until the provider change form is received. You can mail, email or fax the completed form to DECCD at:

Telephone, Fax or eMail

Telephone: 601-359-4555
Toll Free: 1-800-877-7882
Fax number: 601-359-4422
eMail address: ccpayment@mdhs.ms.gov

Mailing Address

Division of ECCD
ATTN: Child Care Program
P. O. Box 352
Jackson, MS 39205

- ☞ Payments to your child care provider are made by the DECCD each month. Your provider must contact DECCD regarding payment errors or any issues concerning monthly payment ledgers.
- ☞ Your provider will not be paid for services provided prior to the start date or beyond the termination date of your child's certificate.
- ☞ If your TANF case closes because of earned income, you **may** be eligible for TANF Transitional Child Care (TCC) services if you need help with child care expenses to keep your job. You will be given a transitional services appointment to discuss TANF transitional supportive services and you will be given an opportunity to apply for needed services.
- ☞ You must complete a TANF Child Care Application, MDHS-EA-379, within 30 days from the date your TANF case closes to request TCC services.

Contact your MDHS case manager for assistance if:

- You have any questions about the Child Care Certificate Program;
- You have a problem making child care arrangements for your child(ren); or
- You cannot locate an approved provider within a 20-mile radius of your home or work site.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) TRANSITIONAL CHILD CARE (TCC) SERVICES Information Sheet

A TANF Work Program (TWP) participant who loses eligibility for TANF benefits because of earned income or loss of an earned income disregard may be eligible for TANF Transitional Child Care (TCC) assistance for up to 24-consecutive months. The TCC 24-month eligibility period begins the month after the TANF benefits end and cannot exceed 24 consecutive months.

When your TANF case is closed, all child care certificates that were issued so you could participate in TANF Work Program activities will be terminated. The Division of Early Childhood Care and Development (DECCD) will email a termination notice to your child care provider and to you, if you have a current email address on file. If you are employed and need assistance with child expenses to keep your job, you must apply for TCC within 30 days from the date your TANF case closes.

The following procedures are the same for both TANF (TWP) child care and TCC assistance:

- Parent must maintain an active email address to receive and view correspondence from DECCD;
- Parent must select an approved child care provider (list is updated daily by DECCD);
- Parent must comply with the requirements of DECCD's Mississippi eChildcare system;
- Parent must provide a completed Child Care Provider Selection Form to case management prior to receiving a referral for child care services;
- Parent must follow the children's sign-in and sign-out procedures at the child care provider's location (legal names must be used); and
- Parent must submit a Request for a Change in Provider Form and give the current provider two weeks notice before removing a child, unless extenuating circumstances occur.

A list of approved child care providers is available on the DECCD website at www.childcareinfo.ms. A copy can also be obtained from case management. Below are some facts about TCC:

- ☞ If your TANF case closes because of earned income or loss of an earned income disregard and you need assistance with child care expenses to keep your job, you must:
 - Keep your transitional services appointment with your DHS case manager;
 - complete a TANF Child Care Application, MDHS-EA-379, for TCC within 30 days from your TANF case closure date;
 - submit a completed Child Care Provider Selection Form, MDHS-FO-380, along with your TCC application; and
 - bring all of the check stubs you received during your last month of TANF eligibility to your transitional services appointment.
- ☞ Your application for TCC will be approved or denied by case management.
- ☞ If you are not eligible for TCC services, you will be notified in writing.
- ☞ If you are eligible for TCC, a referral will be processed and sent electronically to DECCD.
- ☞ DECCD will process the TCC referral overnight. The next business day, DECCD will email a copy of the active certificate to your child care provider and to you.

- ☞ All communication from DECCD will be sent to you electronically including certificates, termination notices and other notifications. It is your responsibility to notify DECCD, within three (3) business days, if your email address changes. The contact information for DECCD is shown below.
- ☞ You must check your child(ren) in and out each care day at the child care provider's location. This will be done by signing your child/ren in and out using the child's legal name.
- ☞ The monthly co-payment fee is \$10. This is a flat fee that applies to your household. The fee is not based on the number of children receiving a certificate or the number of days each child attends.
- ☞ Provider payment rates are set by DECCD. If you choose a provider that charges more than the monthly payment rate allowed, you will be responsible for the difference. You must talk with your provider and make arrangements for paying the difference, if any, in addition to the \$10 co-payment each month.
- ☞ You must provide check stubs at least every three (3) months or as requested by your case manager to verify that you are still working. If you fail to provide check stubs as requested by DHS case management, your TCC services will be terminated.
- ☞ If your employment status changes at any time during your TCC eligibility period, you must report the change to your case manager within ten (10) days from the date of the change.
- ☞ If you lose your job for any reason, you must start a new job within 30 days. If there are more than 30 days between the employment end date and employment start date, you will lose eligibility for any months remaining in your TCC 24-month eligibility period.
- ☞ TCC services may be denied or terminated based upon, but not limited to, the following:
 - TANF case closure reason;
 - no eligible child living in the home;
 - employment status;
 - failure to comply with Child Support Enforcement (verified by DECCD);
 - failure to provide documentation or report changes timely;
 - failure to pay your monthly co-payment fees to your child care provider;
 - the TCC 24-month eligibility period ended; or
 - providing false information or receiving services for which you are not eligible.
- ☞ Your child care provider will not be paid for services provided prior to the certificate start date, after the certificate is terminated, or after your 24-month TCC eligibility period ends.
- ☞ Payments to your child care provider are handled by DECCD. Your provider must contact DECCD regarding payment errors or any issues concerning monthly payment ledgers or a parent's eligibility.
- ☞ If you wish to change providers, you must give your current provider two weeks notice before removing your child, unless extenuating circumstances occur. It is your responsibility to have both your current and new provider complete the appropriate sections of a Request for a Change in Provider Form. DECCD cannot process a certificate for your new provider until the provider change form is received. You can mail, email or fax the completed form to DECCD.

You must contact DECCD if you have questions about any email notifications, your child care certificates, provider payments, or provider changes. Below is the contact information for DECCD:

Telephone, Fax, or eMail

Telephone: 601-359-4555

Toll free: 1-800-877-7882

Fax: 601-359-4422

eMail: ccpayment@mdhs.ms.gov

Mailing Address

Division of ECCD

ATTN: Child Care Program

P. O. Box 352

Jackson, MS 39205

RECEIVING AND USING YOUR SNAP BENEFITS

You will be issued an Electronic Benefits Transfer (EBT) card, along with instructions on the use of the card. Your EBT card works like a debit card and can be used to make food purchases at most grocery stores. SNAP benefits may only be used for food and for plants and seeds to grow food for your household.

REPORTING CHANGES IN YOUR CIRCUMSTANCES

If your household is eligible for SNAP benefits, you will be responsible for reporting certain household circumstances. You will be told what circumstances to report and when to report them. If you fail to report a change as required and your household receives extra SNAP benefits, you will owe the Program the value of these benefits.

YOU HAVE THE RIGHT TO:

- Receive an application the same day you ask for it.
- Have your application accepted immediately.
- Receive your benefits within 30 days after you apply if you are eligible or within 7 days, if you qualify for faster service.
- Be notified if your benefits are being reduced or terminated because of a change in your circumstances.
- Have a fair hearing if you disagree with any action taken on your case.

YOU HAVE THE RESPONSIBILITY TO:

- Answer all questions completely and honestly.
- Provide proof that you are eligible.
- Report changes in your household circumstances as required to the local office.
- Not put your money or possessions in someone else's name in order to qualify for SNAP benefits.
- Not sell, trade, or give away your SNAP benefits or EBT card.
- Use SNAP benefits only to buy eligible items.

PEOPLE WHO BREAK PROGRAM RULES MAY BE DISQUALIFIED FROM THE PROGRAM, FINED, IMPRISONED, OR ALL THREE.

If disqualified, the first time will be for 1 year, the second time will be for 2 years, and the third time will be permanent.

Individuals determined by a court to have committed the following violations will be subject to the following penalties:

- Disqualified for 2 years for the 1st offense and permanently for 2nd offense involving the sale of illegal drugs for benefits.
- Permanently disqualified for the 1st offense involving the sale of firearms, ammunition, explosives for benefits, or trafficking in SNAP benefits of \$500 or more.
- Disqualified for 10 years, if determined by a court or the State agency, that an individual has made a fraudulent statement or representation with respect to identity and residence in order to receive multiple benefits simultaneously.
- Permanent disqualification for persons convicted of a drug-related felony that occurred since 8-22-96.

In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Service (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food and Nutrition Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

To file a complaint of discrimination, contact USDA or HHS. Write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). Write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (202) 619-3257 (TTY). USDA and HHS are equal opportunity providers and employers.

FACTS ABOUT THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)



**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF ECONOMIC ASSISTANCE
P. O. BOX 352
JACKSON, MS 39205**

GENERAL INFORMATION

The Supplemental Nutrition Assistance Program (SNAP) provides monthly benefits that help low income households buy the food they need for good health. You may qualify for SNAP benefits if you (1) have little or no income (2) work for low wages, (3) receive TANF, SSI or other assistance payments, (4) are elderly or disabled and live on a small income, (5) are not a fleeing felon or in violation of probation or parole, and/or, (6) have not been convicted of a drug-related felony that was committed since August 22, 1996.

The amount of SNAP benefits a household can receive is based on the U.S. Department of Agriculture's Thrifty Food Plan which is an estimate of how much it actually costs to provide your household with nutritious but inexpensive meals. The cost estimate is revised yearly to keep pace with food prices.

If your household meets the program eligibility tests, the amount of SNAP benefits you receive will depend on the number of people in your household and the amount of monthly income left after certain deductions are allowed.

HOW DO I APPLY FOR SNAP BENEFITS?

You will receive an application form on the same day you ask for one, either in person, over the phone, by mail, or someone else may get one for you.

Your local county Department of Human Services Economic Assistance Office will accept the application on the same day you turn it in, even if an interview on that day is not possible.

You may be able to get SNAP benefits within 7 days if your household has little or no money and you verify your identity. The information on page one of the application determines if you qualify for faster service.

If you are applying for Temporary Assistance for Needy Families (TANF), you may apply for SNAP benefits at the same time at the county office.

If you are applying for or receiving Supplemental Security Income (SSI) benefits, you may apply for SNAP benefits at your Social Security District Office.

HAVING AN INTERVIEW WITH A WORKER

After you have turned in your application, a worker will hold a private interview with you or another member of your household. An adult friend or relative who knows your circumstances may be interviewed for you. The worker will ask you for proof of certain information you have provided.

If you are 60 years or older or disabled and you cannot find anyone to go to the county office for you, contact your local Economic Assistance Office. A worker will arrange a telephone or home interview.

MEETING ELIGIBILITY RULES

Citizenship: U.S. citizens, and certain other qualified aliens.

Social Security Numbers: A Social Security Number (SSN) must be applied for or provided for each person for whom assistance is requested. SSNs will be verified and used for Federal and State data matches, including, but not limited to, Social Security, IRS, VA, Department of Employment Security, resource/income verifications, and Program disqualifications.

Child Support Requirements: If you are a natural or adoptive parent, or other individual who is living with and exercising parental control over a child under 18 years of age who has an absent parent, you must cooperate with MDHS Division of Child Support Enforcement to establish paternity and obtain support for the child(ren). Also, if you are an alleged father or non-custodial parent of a child under 18 years of age who is receiving SNAP benefits, you must cooperate with MDHS Division of Child Support Enforcement to establish paternity and obtain support for the child(ren).

Other Program Rules: If you are a recipient of a Federal or State means-tested public assistance program, you must cooperate with all the rules of that program to qualify for SNAP benefits without a penalty.

Able-Bodied Adults Without Dependents: An Individual who is between ages 18 to 50, without a dependent child living in the home, must register for work or meet a work program exemption.

Work Rules: If you are between the ages of 16 and 60 and are physically and mentally fit for employment, you must register for work and accept an offer of suitable work.

Work Rule Penalties: You may be disqualified from participation in the SNAP if you refuse to provide information to determine employment status or job availability, quit a job voluntarily, or voluntarily reduce your work hours to less than 30 hours a week. The disqualification periods for persons failing to comply with the work rules are:

- | | | | |
|--------------------|------------|--------------------|---------------|
| • First Violation | - 2 Months | • Third Violation | - 1 Year |
| • Second Violation | - 6 Months | • Fourth Violation | - Permanently |

A disqualification continues until an exemption is met or the penalty is served, whichever occurs first. If the head of household fails to comply with work rules and does not have good cause, the entire household will be disqualified for up to 6 months.

Resources: Some resources are counted and some are not. The worker will explain this to you in detail. All households may have up to \$2,000 worth of countable resources. Households may have up to \$3,250 if at least one member is age 60 or older and/or disabled.

Income: Under program rules, all income must be reported even though some income may be excluded. Only households with income at or below certain limits will qualify for benefits. You must provide proof of the income of all household members.

Deductions: After adding all your household's countable income, certain deductions will be subtracted. The total must fall below certain limits for your household to qualify for SNAP benefits. The following deductions are allowed for all households: (1) standard deduction, to cover basic household expenses, (2) an earned income deduction from the income you earn, (3) a deduction for the actual costs of dependent care, (4) court ordered child support payments to non-household members, and (5) a portion of higher shelter costs. There is a maximum on the amount of most expenses that may be deducted. Households with members who are disabled or age 60 or older may qualify for two extra deductions: (1) a deduction for actual medical costs over \$35 a month; however, these costs are not deductible if covered by insurance, a government program, or some other source; (2) an extra deduction for high shelter costs.

Students: Some college students may be eligible to receive SNAP benefits. Able-bodied students between the ages of 18 and 50 who are enrolled in college or other institution of higher education at least half-time are eligible only if they meet certain student requirements.

Labor Strike: Households with persons who are on strike because of labor dispute are eligible to participate in the SNAP only if the household was or would have been eligible immediately prior to the strike and continues to be eligible at the time of application.

FINDING OUT WHETHER YOU QUALIFY

After your interview, you will be sent a notice of approval or denial. If you do not qualify for SNAP benefits, the notice will explain why. If you do qualify, the notice will show the monthly amount and will tell you how many months you can receive benefits before you must reapply.

If you qualify, you will receive the SNAP benefits no later than 30 days from the date the office received your application, provided all verifications necessary to process your application are received within the 30 day period. You may request a fair hearing if you do not agree with the action taken by the office.

Colleges Participating

- Coahoma Community College
- Copiah-Lincoln Community College
- Hinds Community College
- Holmes Community College
- Itawamba Community College
- Meridian Community College
- Northeast MS Community College
- Pearl River Community College

Training

Knowledge
useful abilities
backbone of co
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today

HOW DO I APPLY?

CALL YOUR LOCAL MDHS OFFICE
OR
IF YOU CURRENTLY RECEIVE SNAP
BENEFITS, COMPLETE A SNAP E&T
APPLICATION (MDHS-EA-504).

IF YOU DO NOT RECEIVE SNAP
BENEFITS, COMPLETE A
SNAP APPLICATION (MDHS-EA-900)
AND A SNAP E&T APPLICATION
(MDHS-EA-504).

AFTER COMPLETING THE
APPROPRIATE APPLICATION FORMS,
MAIL OR TAKE THEM TO YOUR
LOCAL MDHS OFFICE.

APPLICATION FORMS MAY BE
PRINTED FROM OUR WEBSITE AT:
www.mdhs.ms.gov



MISSISSIPPI

Department of Human Services
Division of Field Operations

Supplemental Nutrition Assistance Program



Employment & Training

Tuition Assistance Program



SNAP E&T



Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) is intended to assist eligible SNAP recipients who volunteer by providing access to career and technical courses of study and/or workforce skills training programs. Eligible SNAP recipients who volunteer are required to:

- Complete a telephonic interview with the MDHS case manager;
- Meet with a Career and Technical Advisor at the local Community College;
- Apply for available grants and scholarships;
- Enroll in an approved career and technical course of study or workforce skills training program at a participating Community College;
- Participate satisfactorily and remain in good standing with the educational institution; and
- Provide documentation verifying satisfactory progression, participation and good standing status, as requested.

NOTE: Participation in college activities is limited to a lifetime maximum of three (3) years under the SNAP E&T Program.

Facts

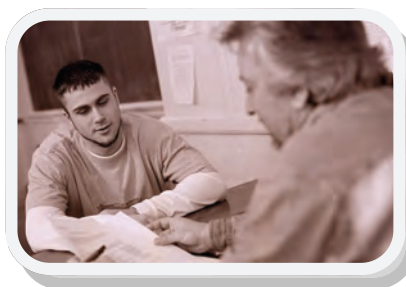
The SNAP E&T Program was developed by the Mississippi Department of Human Services (MDHS), Division of Field Operations (DFO), and the Mississippi Community College Board (MCCB).

- Eight (8) of the fifteen (15) Community Colleges chose to participate.
- This program will cover tuition that cannot be covered by a Pell grant, other federal or state grants, or scholarships.
- Online courses through participating Community Colleges are acceptable, if they are approved by MCCB.

TUITION ASSISTANCE FOR ACADEMIC COURSES IS NOT COVERED BY THE SNAP E&T PROGRAM.

Services Provided

- Assessment by a Career and Technical Advisor
- Assistance with the completion of grant and scholarship applications
- Enrollment in career and technical education and workforce skills training programs
- Assistance with eligible tuition expenses not covered by PELL or other grants or scholarships



Eligibility

- SNAP only recipient (You cannot be receiving TANF—Temporary Assistance for Needy Families.)
- Between the ages of 16 and 59
- Have a GED or high school diploma, if required
- Enrolled or accepted for enrollment in a career and technical course of study or a workforce skills training program at a participating community college

NOTE: Students who do not currently receive SNAP benefits may qualify for SNAP as an eligible student under the SNAP E&T Program, if all other SNAP eligibility criteria are met. Discuss potential eligibility with your Career and Technical Advisor. You may apply for SNAP benefits and the SNAP E&T Program at your local MDHS Office.

Individuals currently receiving SNAP benefits will be required to submit a completed SNAP E&T application to the local MDHS office. If determined eligible, you will be referred to MDHS case management for participation in the program. Referral to the college must be made by your case manager.

Applications for SNAP benefits will be processed and approved or denied based on current policy. If you are under age 22 and live with a parent, all household members must be included in the SNAP application. For information on SNAP eligibility, visit the U.S. Department of Agriculture, Food and Nutrition Service website at:

www.fns.usda.gov/snap/applicant_recipients/

NOTE: Individuals meeting any of the following criteria are not eligible for SNAP benefits:

- is not a U.S. citizen;
- is not a resident of Mississippi;
- Is not registered for work with the MS Department of Employment Security and is not exempt from work registration requirements;
- is living on campus and required to purchase a meal ticket;
- convicted of a drug related felony since August 22, 1996;
- is a fleeing felon; or parole violator or
- disqualified for any reason.

Mississippi Department of Human Services Division of Field Operations Supplemental Nutrition Assistance Program (SNAP) **Employment & Training (E&T)** **Tuition Assistance Program**

QUALIFICATIONS

- ✓ SNAP only recipient (You cannot be receiving TANF-Temporary Assistance for Needy Families)
- ✓ Ages 16 through 59
- ✓ Have a GED or High School Diploma, if required
- ✓ Enrolled or accepted for enrollment in a career and technical program of study or a workforce skills training program at a participating community college



Need Assistance with Your College Tuition?

The Mississippi Department of Human Services (MDHS), Division of Field Operations (DFO), has partnered with the Mississippi Community College Board (MCCB) to provide access to career and technical education and/or workforce skills training programs for eligible SNAP recipients.

How do I apply?

- If you currently receive SNAP benefits, complete a SNAP E&T Application (MDHS-EA-504).
- If you do not receive SNAP benefits, complete a SNAP Application (MDHS-EA-900) and a SNAP E&T Application (MDHS-EA-504).

Mail or take your completed application(s) to your local MDHS office.

Application forms may be printed from our website at:

www.mdhs.ms.gov

Services Provided

- ❖ Assessment by a Career and Technical Advisor
- ❖ Assistance with the completion of grant and scholarship applications
- ❖ Enrollment in career and technical education and workforce skills training programs
- ❖ Assistance with eligible tuition expenses not covered by Pell, other federal or state grants, or scholarships

COLLEGES PARTICIPATING

Coahoma Community College
Copiah-Lincoln Community College
Holmes Community College
Itawamba Community College
Hinds Community College
Meridian Community College
Northeast MS Community College
Pearl River Community College

MDHS-EA-507D

Revised: 02-01-16



WHO IS AN ABAWD?

An ABAWD is defined as an able-bodied adult without dependents. SNAP eligibility for an ABAWD is limited to 3 months in a 36 month period **unless** the individual meets an ABAWD work requirement or an exemption from the ABAWD work requirements. Individuals are **not** subject to ABAWD work requirements if they are:

- Under age 18 or age 50 or older ;
- Determined as physically or mentally unfit for employment;
- Responsible for a dependent child or residing in a household containing a household member under age 18;
- Pregnant; or
- Exempt from general SNAP work requirements.

Individuals are exempt from general SNAP work requirements if they are:

- Responsible for the care of an incapacitated person;
- A student enrolled at least half-time in school;
- A regular participant in a drug addiction or alcoholic treatment and rehabilitation program;
- Employed or self-employed and working a minimum of 30 hours weekly or receiving weekly earnings equal to the federal minimum wage multiplied by 30 hours;
- Receiving unemployment compensation;
- Complying with the work requirements of another program including the TANF Work Program;
- Responsible for the care of a child under the age of 6;
- Mentally or physically unfit for employment; or
- Persons under the age of 16 or 60 years of age or older.

HOW CAN AN ABAWD MEET WORK REQUIREMENTS?

An individual determined to be an ABAWD will meet ABAWD work requirements provided that individual is:

- Working 20 or more hours weekly, averaged monthly;
- Participating in a work program 20 hours or more per week;
- Participating in a workfare program or a comparable program as determined by the state of Mississippi and its local subdivisions (county, city, or town); or
- Combining work and participation in a work program for 20 or more hours per week.

WHAT ACTIVITIES QUALIFY AS WORK PROGRAMS?

The following programs meet the definition of an ABAWD work activity:

- A program under the Workforce Innovation and Opportunity Act (WIOA) formerly known as WIA;
- A program under section 236 of the Trade Act of 1974 for workers who have lost/may lose employment due to increased imports; and
- An employment and training program, other than a job search or job search training program, operated or supervised by the State of Mississippi and its local subdivisions. SNAP Employment & Training (E & T) programs meet the criteria for qualified work activities.

HOW ARE THE HOURLY REQUIREMENTS FOR QUALIFIED WORK ACTIVITIES DETERMINED?

Participation hours are determined by the specific, qualifying work activity.

The following qualifying work activities require minimum participation of 20 hours per week:

- WIOA programs;
- Programs under section 236 of the Trade Act of 1974;
- SNAP E & T education or training programs; (20 hours alone or combined with other activities. Job search activities are limited to no more than half of the required hours) ; and
- SNAP E & T work experience programs.

The monthly participation hours for the following qualifying activities are obtained by dividing the household's SNAP allotment by the state or federal minimum wage:

- SNAP E & T workfare programs; or
- Optional workfare programs (workfare programs operated independently of state E & T programs).

ABAWDs will also have the option to self-initiate their own public service activities. Known as comparable workfare programs, these activities require the ABAWD to locate and arrange their own workfare assignments. Participation hours for comparable workfare programs may not be required to exceed 30 hours per week, but individuals may volunteer for additional hours. Comparable workfare programs require pre-approval through the local MDHS office.

WHAT IS AN ABAWD COUNTABLE MONTH?

Any month in which an ABAWD receives SNAP benefits for a **full** month without meeting either the work requirements or an exemption from those work requirements will increment the 3 month counter. A prorated month of SNAP benefits **will not** be considered one of the 3 countable months. For example, if benefits are prorated during an initial month of application, that initial month would not be considered one of the 3 countable months. Once an ABAWD has exhausted the 3 full months of SNAP participation, that individual will lose eligibility for the remainder of the 36 month period, **unless** ABAWD work requirements or an exemption from those requirements are met. The 3 countable months are not required to be used consecutively.

HOW IS THE 36-MONTH PERIOD MEASURED?

Beginning January 1, 2016, Mississippi will limit SNAP eligibility for ABAWDs to 3 months within a 36 month period. ABAWDs will be required to meet the ABAWD work requirement or lose SNAP benefits for the remainder of their 36 month period. Mississippi will use a **FIXED INDIVIDUAL CLOCK** to measure the 36 month period. For any **applicant** applying for SNAP on/after January 1, 2016, the 36 month period will begin with the date of application. 3 years from the date of application, the individual's clock will be reset and a new 36 month period of eligibility will begin. The first of the 3 countable months for current SNAP **recipients** subject to ABAWD work requirements will begin with the January 2016 SNAP allotment.

WHAT ARE THE REPORTING REQUIREMENTS FOR ABAWDs?

Current reporting requirements for SNAP state that **applicant** households must report all changes relating to their SNAP eligibility at the application/certification interview. **Certified** households are required to report changes when the household's total gross monthly income (earned and unearned) exceeds 130% of the poverty level for their household size. These changes must be reported by the 10th of the month following the date the change occurs. SNAP recipients completing the **MDHS-EA-905 SNAP/TANF Interim Eligibility and Income Report**, must report changes in the rate of pay or the hours worked for any household member, including all ABAWDs. **Additionally, SNAP regulations require that all ABAWD households must report when their work hours fall below 20 hours per week or an average of 80 hours monthly, regardless of whether or not the household's income meets or exceeds 130% of the federal poverty level.**

HOW DOES AN ABAWD REGAIN ELIGIBILITY AFTER THE 3 MONTHS OF ELIGIBILITY HAVE BEEN EXHAUSTED?

ABAWDS who exhaust their 3 countable months may regain SNAP eligibility at any time if:

- They meet an exemption from ABAWD work requirements;
- They meet the ABAWD work requirements for 30 consecutive days; or
- They provide verification that they will meet the ABAWD work requirements within 30 days from the date of application.

There is no limit on the number of times an ABAWD may regain eligibility. Once eligibility has been regained, benefits are prorated from the date the individual regains eligibility.

WHAT HAPPENS TO ABAWDs WHO REGAIN ELIGIBILITY BUT ARE NO LONGER MEETING THE WORK REQUIREMENTS?

In limited circumstances, an ABAWD who regains eligibility but no longer meets the work requirements may gain an additional 3 months of SNAP eligibility provided:

- They are no longer fulfilling the work requirement;
- The 3 additional months of eligibility must be used consecutively; and
- This provision is allowed only once in a 3-year period.

For persons losing employment or having their work hours fall below 20 hours per week (averaged monthly), the 3 consecutive months of eligibility must begin when the individual notifies the agency that they are no longer meeting the ABAWD work requirements.

If the individual was participating in a work program or workfare program, the 3 consecutive months must begin when the agency determines the ABAWD is no longer in compliance.

HOW DO I APPLY FOR SNAP?

For your convenience, the application for SNAP (MDHS-EA-900) may be printed from our website at:

www.mdhs.state.ms.us

You may complete an application for SNAP at your local MDHS office during normal business hours. An application may also be mailed or faxed to you per your request.

MDHS will consider each application without regard to race, color, gender, sex, age, disability, religion, national origin, or political beliefs.

For additional assistance, please contact your local MDHS office at the following address:



ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD)

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM



MISSISSIPPI
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FIELD OPERATIONS

CHAPTER 5: MDRS

**OFFICE OF VOCATIONAL REHABILITATION
AND
OFFICE OF VOCATIONAL REHABILITATION FOR THE BLIND**



VOCATIONAL REHABILITATION BASICS

Goal

To maximize employment, independence and integration into the workplace and the community

ELIGIBILITY - THE APPLICANT MUST:

- ❖ *Have a physical or mental impairment that results in a substantial impediment to employment*
- ❖ *Benefit from VR services in terms of an employment outcome*
- ❖ *Require VR services to prepare for, secure, retain, advance in or regain employment*

PRESUMPTION OF ELIGIBILITY:

An individual who has a disability, as determined by the Social Security Administration (receives SSI/SSDI), is presumed to be eligible, provided that the individual intends to achieve an employment outcome consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

COUNSELOR DUTIES

- Interview individuals referred for vocational rehabilitation services.
- Evaluate work skills and capacities; assist clients in identifying vocational problems and formulating vocational plans.
- Analyze information received from referring source, client and case history; develop an Individualized Plan for Employment.
- Arrange for administration of vocational aptitude and interest tests; Interpret tests to clients.
- Refer clients to Community Rehabilitation Program, colleges, work experience assignments or other training programs.

CONT., COUNSELOR DUTIES

- **Assist clients in finding work by counseling and teaching job seeking skills.**
- **Solicit jobs from local employers; research data on labor market and local demand conditions.**
- **Monitor progress of clients through conferences with teachers, supervisors, trainers, etc.**
- **Counsel and assist clients with personal adjustments during the rehabilitation process; measure progress and adjust program as needed.**
- **Engage in job search and placement efforts.**

SPECIALIZED PROGRAMS

- ❖ **Transition Services**
- ❖ **Deaf and Hard of Hearing Services**
- ❖ **Alcohol and Drug Services**
- ❖ **Supported Employment Services**
- ❖ **Visual Impairment and Blind Services**

SOME DISABILITIES SERVED BY OVR / OVRB

- Amputation
- Arthritis
- Cancer
- Blindness
- Deafness
- Head Injury
- Heart Disease
- Intellectual Disability
- Mental Illness
- Multiple Sclerosis
- Musculo-Skeletal Disorder
- Neurological Disorders
- Spinal Cord Conditions
- Specific Learning Disability

MAJOR STAGES OF THE VR PROCESS

- Referral
- Application
- Evaluation/Assessment (*may include vocational evaluation, referral for testing, gathering existing information*)
- Eligibility - made within 60 days
- IPE Development
 - ❖ identifies job goal and services necessary to achieve employment
 - ❖ requires informed choice
- Employment
- Closed Rehabilitated
- Post-Employment Services

REFERRALS

- **A referral represents a client's entrance into the VR process.**
- **Referrals can be made to VR by letter, telephone, direct contact or other means.**
- **Basic client information the counselor needs to accept a referral:**
 - ✓ **Referral Name**
 - ✓ **SSN**
 - ✓ **Gender**
 - ✓ **DOB**
 - ✓ **Date of Referral**
 - ✓ **County of Residence**
 - ✓ **Disability**
 - ✓ **Source of Referral**
- **VR will contact each individual referred within 14 days of receipt of referral to discuss the individual's needs and explain the VR program.**

See handout for information on how to contact the VR/VRB office in your area.

APPLICATION

➤ During the Initial Interview the counselor:

- 1. Reviews and completes an Application for Services with the client*
- 2. Asks the applicant questions about his/her disability, education, family, work history, etc.; discusses career plans and potential VR services for which the applicant may be eligible; determines the need for additional assessment*

ASSESSMENT FOR ELIGIBILITY DETERMINATION

- Limited to only the information necessary to make a determination
- Based on, to the maximum extent possible, a review of existing information (*example:* education records; visual examinations; determinations made by other agencies such as Social Security)
- If existing data is not available or sufficient, the counselor can complete further assessment to determine the client's eligibility for services

WHAT IS AN INDIVIDUALIZED PLAN FOR EMPLOYMENT?

After the client is determined eligible for vocational rehabilitation services, the client and counselor work together to develop a vocational rehabilitation plan that is designed to help the client achieve a specific employment outcome. This plan is called the Individualized Plan for Employment (IPE). The counselor and client generally develop the IPE within 90 days of the eligibility determination.

ASSESSMENT FOR IPE DEVELOPMENT

- Prior to developing the IPE there must be a comprehensive assessment, to the extent necessary, to determine the employment goal, career pathways, objectives, and nature and scope of VR services.
- The assessment evaluates the unique strengths, resources, priorities, abilities and interests of the individual.
- Assessments can include educational, psychological, psychiatric, vocational, personal, social and medical factors which affect the needs of the individual.
- May also include a referral for the provision of Assistive Technology services to assess and develop the capacities of the individual to perform in a work environment or increase independence.

INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE)

The counselor and the client work together to plan and develop an IPE that is specifically designed to meet the individualized needs of the client. The IPE is a critical document in the vocational rehabilitation process.

The IPE must include:

- Employment Goal
- Timelines
- Responsibilities of Client, VR and Others
- Service Providers
- Services
- Evaluation Criteria
- Projected Need for Post-Employment Services
- Client and Counselor Signatures

VOCATIONAL REHABILITATION SERVICES

Some Services VR Provides:

Primary –

- ❖ ***VR Counseling and Guidance (can only be provided by a OVR Counselor)***
- ❖ ***Job Placement***
- ❖ ***Job Coaching (Supported and Non SE)***
- ❖ ***On-the-Job Training***
- ❖ ***Training (Academic, Occupational/Vocational)***
- ❖ ***Assistive Technology Services***
- ❖ ***Diagnosis and Treatment of physical and mental impairments***

Secondary –

- ❖ ***Transportation***
- ❖ ***Maintenance***

VOCATIONAL REHABILITATION FOR THE BLIND SERVICES:

Some Services OVRB Provides:

Primary –

- ❖ *Assessment*
- ❖ *VR Counseling and Guidance (can only be provided by a OVRB Counselor)*
- ❖ *Services to Deafblind Individuals*
- ❖ *Adjustment to Blindness Training*
- ❖ *Orientation and Mobility Services*
- ❖ *Assistive Technology Services (Technological Aides and Devices)*
- ❖ *Training (Academic, Occupational/Vocational)*
- ❖ *Job Placement*
- ❖ *Diagnosis and Treatment of physical and mental impairments*

Secondary -

- ❖ *Transportation*
- ❖ *Maintenance*
- ❖ *Reader Services*

OVR/OVRB PROGRAMS

OVR/OVRB offers specific programs that are available to assist our staff in providing services to individuals with disabilities gain independence and achieve employment.

➤ **ABILITYWORKS**

AbilityWorks is a network of community rehabilitation programs that provide vocational assessment, job training, and actual work experience for individuals with disabilities. This is possible through a wide array of contract and subcontract services provided to local business and industry. There are 16 AbilityWorks locations throughout the state.

➤ **ADDIE MCBRYDE REHABILITATION CENTER FOR THE BLIND**

The Addie McBryde Rehabilitation Center is a comprehensive personal adjustment center for adults who are blind, visually impaired or deaf-blind. Through a program of training offered to both residential and day clients, individuals participate in classes learning skills which enable them to successfully live and work independently. Established in 1972, the center is located in Jackson on the campus of the University of Mississippi Medical Center.

EMPLOYMENT

- *Once a client obtains employment, the counselor will continue to work with the client for an additional 90 days. During this time period, the counselor and client will jointly determine if the employment is satisfactory and if the client is performing well in employment. If problems occur during the 90 day period, the counselor is able to provide assistance to help the client work through the issues so that he/she can maintain employment.*

CLOSED REHABILITATED

➤ *An individual is only considered successfully rehabilitated when the following criteria are met:*

- ❖ The individual has achieved an employment outcome as described on the IPE that is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, interests and informed choice.
- ❖ The individual has maintained employment for at least 90 days.
- ❖ The individual no longer needs vocational rehabilitation services.
- ❖ The counselor and client agree the client is performing well on the job and agree that the employment is satisfactory.
- ❖ The individual is informed of the availability of Post-Employment.

POST-EMPLOYMENT SERVICES (PES)

- The need for PES is reassessed prior to a case being closed rehabilitated.
- PES may include one or more VR services necessary to assist the client in maintaining, regaining or advancing in employment.
- PES must not be complex or extensive. If so, the counselor should open a new case.

WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA)

- WIOA (H.R. 803) reauthorizes and updates the Rehabilitation Act of 1973 (*the law providing oversight of the VR program*).
- WIOA places significant emphasis on obtaining competitive integrated employment.
- Competitive integrated employment means full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with co-workers without disabilities.

QUESTIONS OTHER AGENCIES CAN ASK TO DETERMINE THE NEED FOR VR SERVICES

- 1) Is your unemployment due to a physical or mental condition?
- 2) Are there satisfactory jobs available in the labor market that you can perform?
- 3) Do you draw SSI or SSDI?
- 4) What is your educational level?
- 5) What services do you feel will help you return to work?

VR CASE STUDY

Mr. John Doe is a 25 year old male who is a walk-in referral to the local VR office. During the initial interview with the VR counselor, he reports that he has been employed in two previous jobs in construction – both of which he lost due to issues with attendance. He completed high school in Special Education where he received his Certificate of Completion. He relates he has been applying for jobs on his own for the past nine months but has not received any interviews. He comes to VR requesting assistance with job placement.

CONTINUED, VR CASE STUDY

ACTIONS:

- In order to determine his eligibility the counselor refers him to the agency psychometrist who completed a psychometric evaluation which determines Mr. Doe has an Intellectual Disability. He is determined eligible for VR services.
- The counselor refers him to AbilityWorks for a comprehensive vocational assessment. Based upon that evaluation, it is determined that Mr. Doe has difficulty reporting to work on time, completing job applications independently and reading job advertisements.
- Mr. Doe and his counselor meet and jointly develop the IPE :
 - ❖ Vocational Goal: *Groundskeeper*
 - ❖ Services: *Job Readiness; Job Search Assistance; Job Placement; and VR Counseling and Guidance*
- Mr. Doe actively participates in the above services and works closely with his VR counselor over the next six months before gaining employment.
- After successfully working 90 days, his case is closed as successfully rehabilitated.

OVR / OVRB WEBSITE

*To learn more about the
Office of Vocational Rehabilitation or
the Office of Vocational Rehabilitation
of the Blind,
please visit our website at:
www.mdrs.ms.gov*

Office Locations

District I

51 County Road 166
Oxford, MS 38655
OVR: (662) 234-3171
OVRB: (662) 234-6092

District II

2620 Traceland Drive
Tupelo, MS 38803
OVR: (662) 842-1010

615-A Pegram Drive
Tupelo, MS 38801
OVRB: (662) 844-5830

District III

Highway 7 South
Greenwood, MS 38930
OVR: (662) 453-6172
OVRB: (662) 455-1432

District IV

207 Industrial Park Road
Starkville, MS 39760
OVR: (662) 323-9594

48 Datco Industrial Drive
Columbus, MS 39702
OVRB: (662) 328-8807

District V

3895 Beasley Road
Jackson, MS 39213
OVR: (601) 898-7004

2550 Peachtree Street
Jackson, MS 39296
OVRB: (601) 987-7403

District VI

1032 Center Pointe Blvd.,
Suite A
Pearl, MS 39208
OVR: (601) 709-5600
OVRB: (601) 709-5625

District VII

1003 College Drive
Meridian, MS 39304
OVR: (601) 483-3881
OVRB: (601) 483-5391

District VIII

1400-A Harrison Avenue
McComb, MS 39649
OVR: (601) 249-2498
OVRB: (601) 684-3392

District IX

17 JM Tatum Industrial Drive
Hattiesburg, MS 39401
OVR: (601) 545-5619
OVRB: (601) 545-5613

District X

13486 Fastway Lane
Gulfport, MS 39503
OVR: (228) 575-3789
OVRB: (228) 575-3788

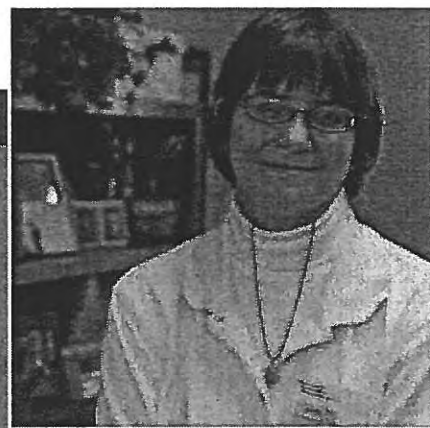
Mississippi Department of Rehabilitation Services

Post Office Box 1698
Jackson, MS 39215-1698

1.800.443.1000
www.mdrs.ms.gov

It is the mission of the Mississippi Department of Rehabilitation Services to provide appropriate and comprehensive services to Mississippians with disabilities in a timely and effective manner.

The Mississippi Department of Rehabilitation Services is an equal opportunity employer.



VOCATIONAL REHABILITATION

Putting Your Career Goals Into Action

MDRS
MISSISSIPPI DEPARTMENT OF
REHABILITATION SERVICES

www.mdrs.ms.gov

Partnership

We are the partner you need in your employment journey.

If you are:

- Employment age,
- Have a physical or mental disability interfering with your ability to work,
- Willing to work, and
- Able to benefit from VR services,

Then we are eager to be your partner in achieving your career goals.

We serve individuals with a variety of disabilities such as:

- Developmental Disabilities
- Hearing Loss/Deafness
- Learning Disabilities
- Mental and Emotional Disabilities
- Orthopedic and Neurological Disabilities
- Physical Disabilities
- Vision Loss/Blindness



Individualized Services

You and your counselor will work to identify your skills, abilities and interests. Together, you'll develop a plan of services, then work to reach the employment goal you've set. All information will be confidential.

Possible Services:

- Vocational Assessment
- Assistive Technology
- Counseling & Guidance
- Training
- Job Placement
- Transition Services from School to Work
- Follow-up Services

Specialized Counselors

The unique needs of individuals are served through specialized counselors in the following areas:

- Transition - Assist individuals who are transitioning from high school to work
- Supported Employment - Work with the most significantly disabled individuals needing on-going supports
- Deaf and Hard of Hearing - Work with individuals with severe hearing loss (55 db loss or greater) and deafness
- Hard of Hearing - Work with individuals with a 40-55 db hearing loss
- Alcohol and Drug Addiction - Assistance with individuals seeking secondary treatment



Community Rehabilitation Programs

A network of facilities offering comprehensive vocational evaluation services, employee development services, job readiness training and placement.

Business Development Services

Employment Coordinators who network and form partnerships with businesses in order to create job opportunities for individuals with disabilities.

Assistive Technology

Rehabilitation Technologists trained in engineering to perform specialized evaluations to determine if assistive technology will benefit an individual with a disability.

If you are a person who is blind or visually impaired and need help securing employment, Vocational Rehabilitation for the Blind may be for you. An individual who is blind or visually impaired faces unique challenges. Our individualized support services are designed to enhance employment by helping develop skills to enter a profession, find a job, or even advance your career.

Services

- Guidance and counseling
- Adjustment to blindness training
- Vocational assessments
- Training opportunities
- Job placement and follow-up
- Direct one-on-one personalized services

If you have any questions or believe you may be eligible for services, please contact your local office:

Administrative Offices
1281 Hwy. 51 North
Madison, MS 39110
601.853.5100
1.800.443.1000

District I
51 County Road 166
Oxford, MS 38655
662.234.6092

District II
615-A Pegram Drive
Tupelo, MS 38801
662.844.5830

District III
201 Highway 7 South
Greenwood, MS 38930
662.455.1432

District V
2550 Peachtree Street
Jackson, MS 39296
601.987.7403

District VI
1032 Center Pointe Blvd.,
Suite A
Pearl, MS 39208
601.709.5625

District VII
1003 College Drive
Meridian, MS 39304
601.483.5391

District VIII
1400-A Harrison Avenue
McComb, MS 39649
601.684.3392

District IX
17 John Merle Tatum
Industrial Drive
Hattiesburg, MS 39401
601.545.5613

District X
13486 Fastway Lane
Gulfport, MS 39503
228.575.3788

Mississippi Department of Rehabilitation Services

Post Office Box 1698
Jackson, MS 39215-1698

1.800.443.1000
www.mdrs.ms.gov

It is the mission of the Mississippi Department of Rehabilitation Services to provide appropriate and comprehensive services to Mississippians with disabilities in a timely and effective manner.

The Mississippi Department of Rehabilitation Services is an equal opportunity employer.

VOCATIONAL REHABILITATION

For Individuals Who Are Blind
or Visually Impaired

Further Your Career

Get Help to Keep Your Job

Can't Work Right Now? We Can Help

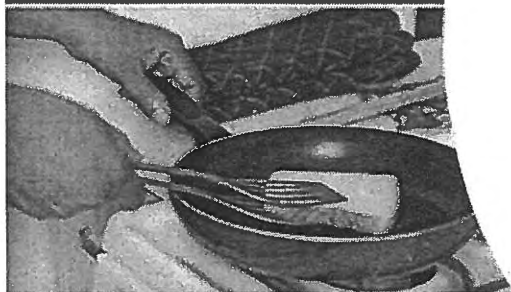
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REHABILITATION SERVICES

www.mdrs.ms.gov

The Addie McBryde Center

At the Addie McBryde Rehabilitation Center, we provide a wide array of specialized services to persons who are blind or visually impaired which will enable them to adjust to vision loss and work and live independently.

This one-on-one training is customized to meet the unique needs of each individual. The average duration of the training is 3 to 6 months with some consumers training in a residential setting.



Services include

- Travel Training
- Vision Utilization Training
- Diabetic Counseling
- Computer Literacy and Access Technology
- Braille Instruction
- Daily Living Skills
- Coping Strategies for Adjusting to Vision Loss
- Adaptive Homemaking Strategies
- And More....

Business Enterprise Program

Our Mississippi Business Enterprise Program offers legally blind individuals an opportunity to become self-employed businesspersons in a growing food service operation that combines the benefits and the resources of both the public and private sectors.

This program is responsible for providing vending services on properties owned or leased by federal, state, or local government entities.

If you are a prospective customer in need of vending or other food services, contact our BEP Manager for more information regarding the services we offer at 601.853.5280.

MS Partners for Informed Choice

MS Partners for Informed Choice (MPIC) is a service funded by the Social Security Administration (SSA) as part of the Ticket to Work and Work Incentives Improvement Act of 1999. MPIC is authorized to serve all SSA beneficiaries with disabilities, including transition-to-work aged youth, providing benefits planning and assistance services on request or as resources permit. There are more than 100 grantees in the United States.

The programs employ certified Community Work Incentive Coordinators (CWICs) and each serves a specific region of the state.

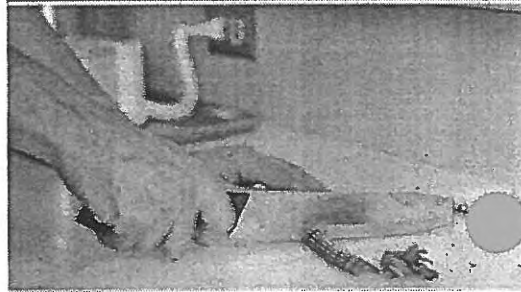
CWICs provide confidential services to people with disabilities who receive Supplemental Security Income (SSI) and/or Social Security Disability Income (SSDI). CWICs educate beneficiaries on how employment will affect their public benefits such as SSI, SSDI, Medicare, Medicaid, subsidized housing and food stamps.

Independent Living for the Older Blind Program

If you cannot return to work or have retired, the Independent Living for the Blind program may be able to help. Independent Living Counselors are available to offer assistance to:

Legally blind individuals over 55 years old, and

Legally blind individuals under 55 years old with at least one other disabling condition.



Services include

- Instruction in alternative ways to perform tasks affected by vision loss
- Teach alternative home organization techniques
- Help you safely and effectively manage your medications
- Give you referrals for other services, such as talking books and free directory services
- Help connect with community activities
- Provide low tech adaptive aids
- Connect you with a vision loss support group

DISTRICT I

(Calhoun, Coahoma, Desoto, Lafayette, Marshall, Panola, Tate, Tunica, Quitman, Yalobusha)

51 County Road 166
Oxford, MS 38655
(662) 234-3171

DISTRICT II

(Alcorn, Benton, Itawamba, Lee, Pontotoc, Prentiss, Tippah, Tishomingo, Union)

2620 Traceland Drive
Tupelo, MS 38801
(662) 842-1010

DISTRICT III

(Bolivar, Carroll, Grenada, Holmes, Humphreys, Issaquena, Leflore, Sharkey, Sunflower, Tallahatchie, Washington, Yazoo)

201 Hwy 7 South
Greenwood, MS 38930
(662) 453-6172

DISTRICT IV

(Clay, Chickasaw, Choctaw, Lowndes, Monroe, Montgomery, Oktibbeha, Webster)

207 Industrial Park Road
Starkville, MS 39759
(662) 323-9594

DISTRICT V

(Hinds, Warren)

3895 Beasley Road
Jackson, MS 39213
(601) 898-7004

DISTRICT VI

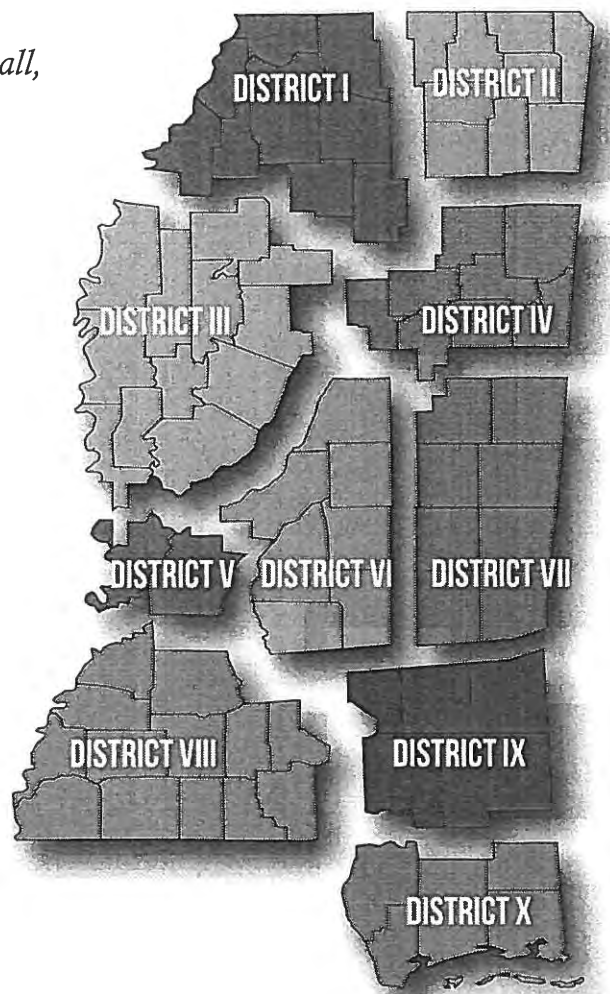
(Attala, Leake, Madison, Rankin, Scott, Simpson, Smith)

1032 Center Pointe Blvd.
Pearl, MS 39208
(601) 709-5601

DISTRICT VII

(Clarke, Jasper, Kemper, Lauderdale, Neshoba, Newton, Noxubee, Winston)

1003 College Drive
Meridian, MS 39304
(601) 483-3881



DISTRICT VIII

(Adams, Amite, Claiborne, Copiah, Franklin, Jefferson, Jefferson Davis, Lincoln, Lawrence, Marion, Pike, Walthall, Wilkinson)

1400-A Harrison Drive
McComb, MS 39649
(601) 249-2498

DISTRICT IX

(Covington, Forrest, Greene, Jones, Lamar, Perry, Wayne)

17 J.M. Tatum Industrial Drive
Hattiesburg, MS 39404
(601) 545-5619

DISTRICT X

(George, Hancock, Harrison, Jackson, Pearl River, Stone)

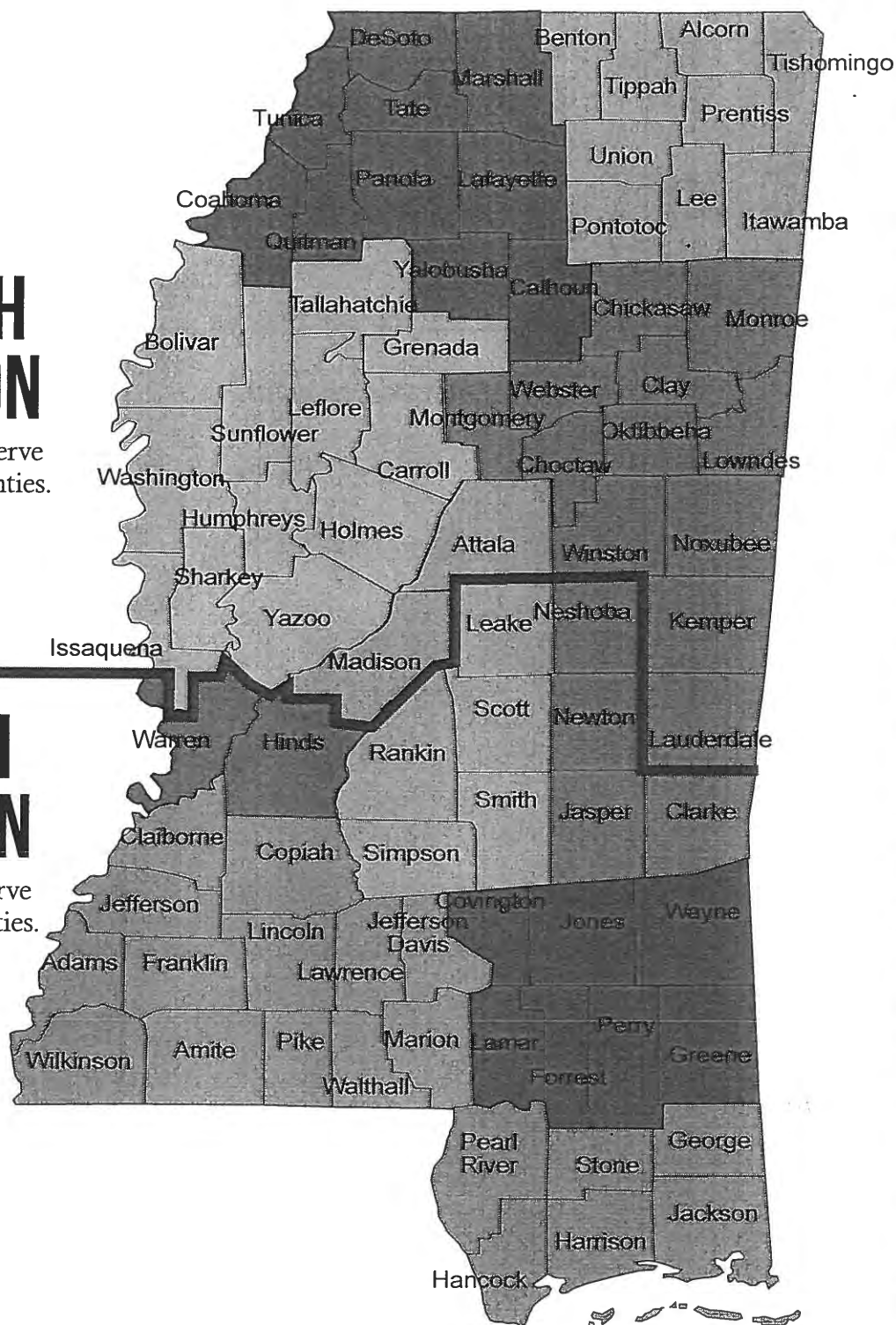
13486 Fastway Lane
Gulfport, MS 39503
(228) 575-3789

NORTH REGION

Counselors serve
multiple counties.

SOUTH REGION

Counselors serve
multiple counties.



NORTH REGIONAL MANAGER

Bryce Upshaw
PO Box 5314
Jackson, MS 39296
(601)-987-7407
1-800-443-1000 (State Office)

SOUTH REGIONAL MANAGER

Frank Edgar
#17 JM Tatum Industrial Drive
Suite 130
Hattiesburg, MS 39401
(601)-545-1673
1-800-443-1000 (State Office)

Disability Etiquette

Why Use Appropriate Language? People with disabilities are our largest minority group, most inclusive – all ages, genders, religions, ethnicities and socioeconomic levels. Using appropriate language:

- Shapes attitudes and perceptions
- Avoids perpetuating old stereotypes
- Models appropriate language



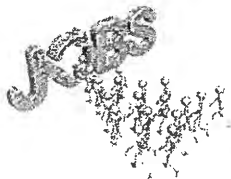
Out with the Old ... In with the New

Old – Handicapped

New – Assessable Parking or Assessable Bathrooms, etc...

Old – Mental Retardation

New – Intellectual Disability



“Awesome change is possible when we think and talk differently about individuals with disabilities” Kathie Snow



What is Person First Language? “Puts the person before the disability, and describes what a person has, not who a person is; Kathie Snow



Do's & Don'ts: Guidelines to Using Person First Language:

Do Use: People with disabilities

Don't Use: The handicapped or disabled

Do Use: People with intellectual disabilities

Don't Use: The mentally retarded, or he/she is retarded

Do Use: He/She has a learning disability

Don't Use: He/She is learning disabled

Do Use: He/She has paraplegia

Don't Use: He/She is paraplegic

Do Use: He/She has a physical disability; She has a mobility impairment.

Don't Use: He/She is crippled

Do Use: He/She is short of stature

Don't Use: He/She is a dwarf; He/She is a midget

Do Use: He/She has an emotional disability

Don't Use: He/She is emotionally disturbed

Do Use: He/She uses a wheelchair

Don't Use: He/She is wheelchair bound; She is confined to a wheelchair.

Do Use: A typical person or a person without a disability

Don't Use: A normal or healthy individual

Do Use: He/She receives special education services

Don't Use: He/She is in special education

Do Use: He/She has a need for

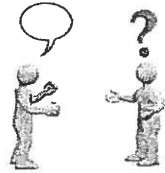
Don't Use: He/She has a problem with...

Do Use: Congenital disability

Don't Use: Birth defect

"Change your language and you change your thoughts."

-Karl Albrecht



Communicating with People with Disabilities

The first step is recognizing people with disabilities as having skills and talents just as people without disabilities have.

Communicating with:

- Adults who have **intellectual disabilities** are adults. Assume their life experiences are similar to other adults and speak with them from that perspective.
- People with **physical disabilities**: offer assistance before providing assistance and sit down at eye level position whenever possible.
- People with **visual disabilities**: Identify yourself by name and introduce anyone else present, guide a person by offering the use of your arm (at or about the elbow), walking normally and remember not all people with visual disabilities use Braille.
- People who are **deaf or hard of hearing**: Make direct eye contact and use natural facial expressions and gestures. When an interpreter is present they should not be included in the conversation.
- People who have **speech disabilities**: Do not make assumptions based on facial expressions or vocal inflections, exercise patience rather than attempting to speak for a person and repeat what you understand, or incorporate the person's statements into what you are saying.

Disability Etiquette Friendly Reminders:

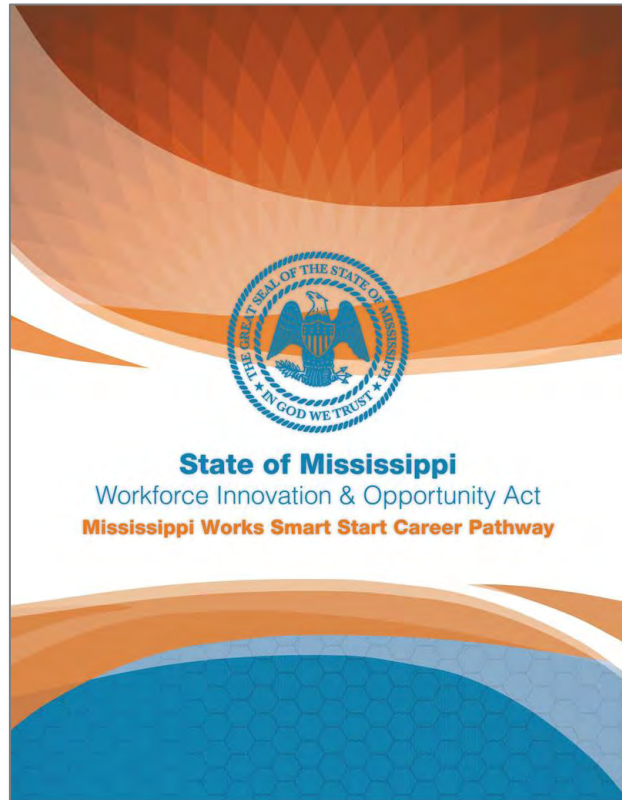
- Speak directly to the person
- It is appropriate to offer to shake hands
- Offer assistance; don't just give it. If accepted, listen or ask for instructions
- Treat adults as adults
- Do not touch a service animal or the person the animal assists, without permission.
- Don't be afraid to ask questions when you are unsure what to do
- Try to anticipate specific accommodations a person with a disability might need.
- Don't make assumptions
- Know where accessible restrooms, drinking fountains, ramps, parking, etc... are located within your work or business area.

CHAPTER 6: Technology

Technology for Coordination of WIOA Case Management

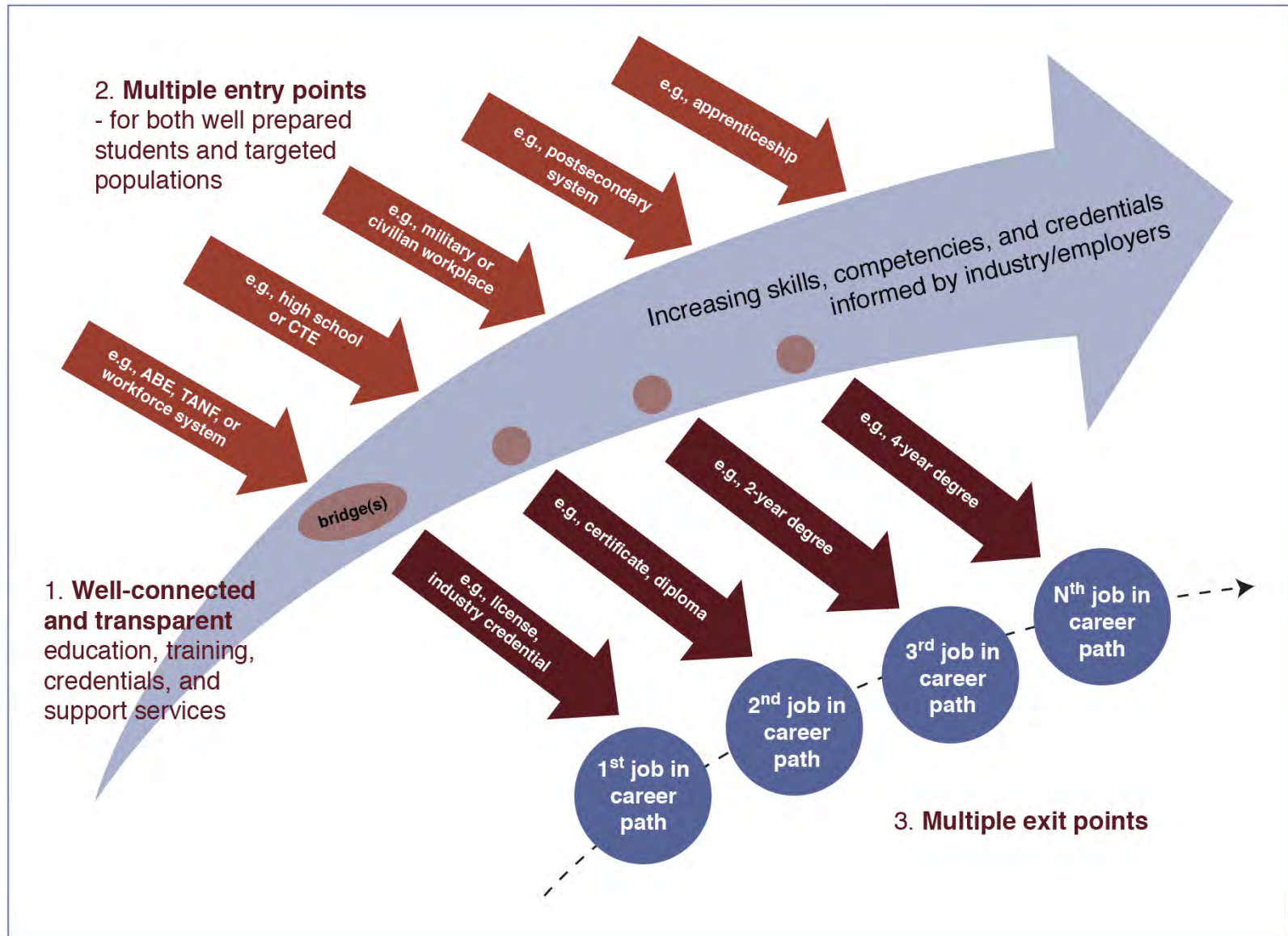
Mississippi Smart Start Career Pathway Model

Mississippi Combined State Plan



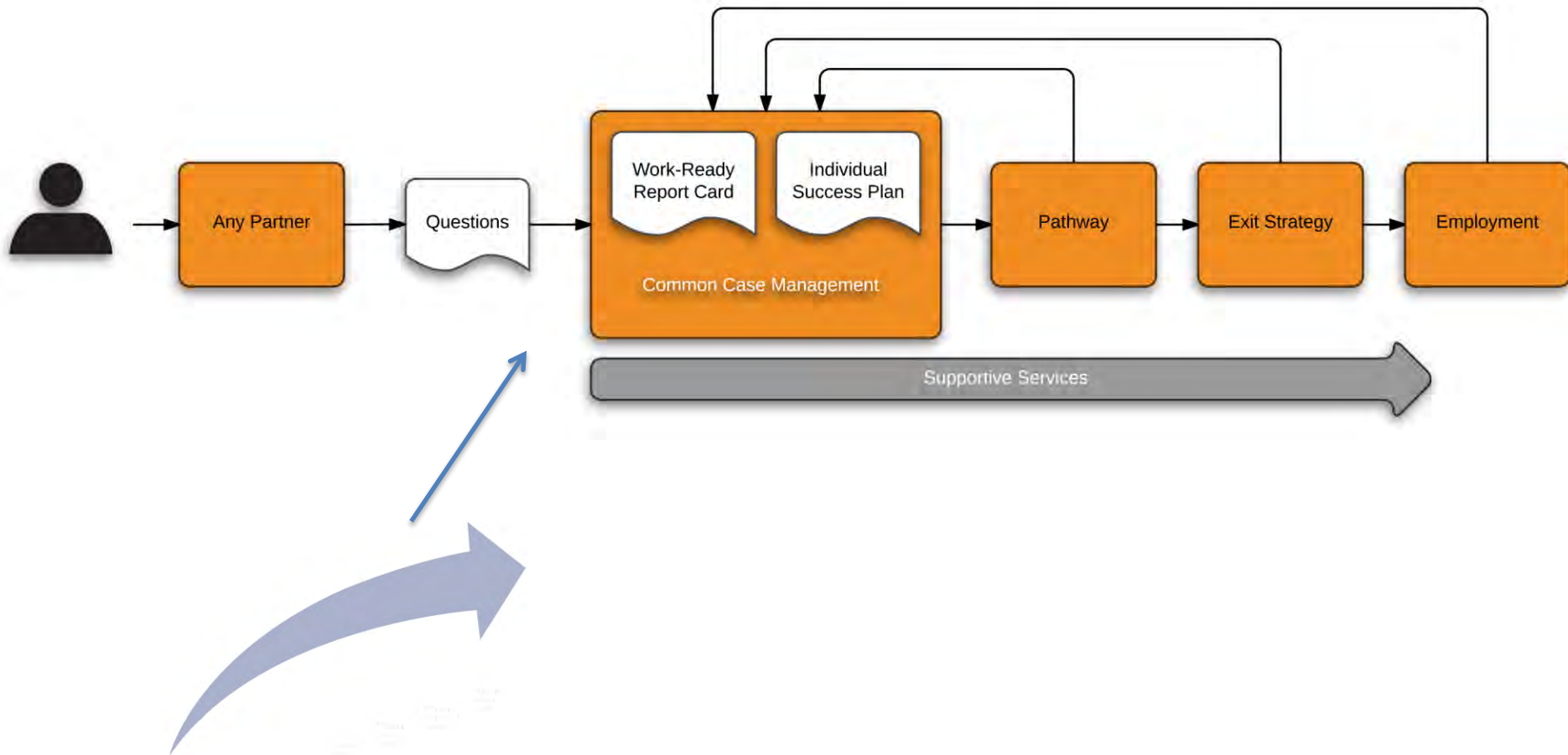
Download:
www.mississippiworks.org

Career Pathways

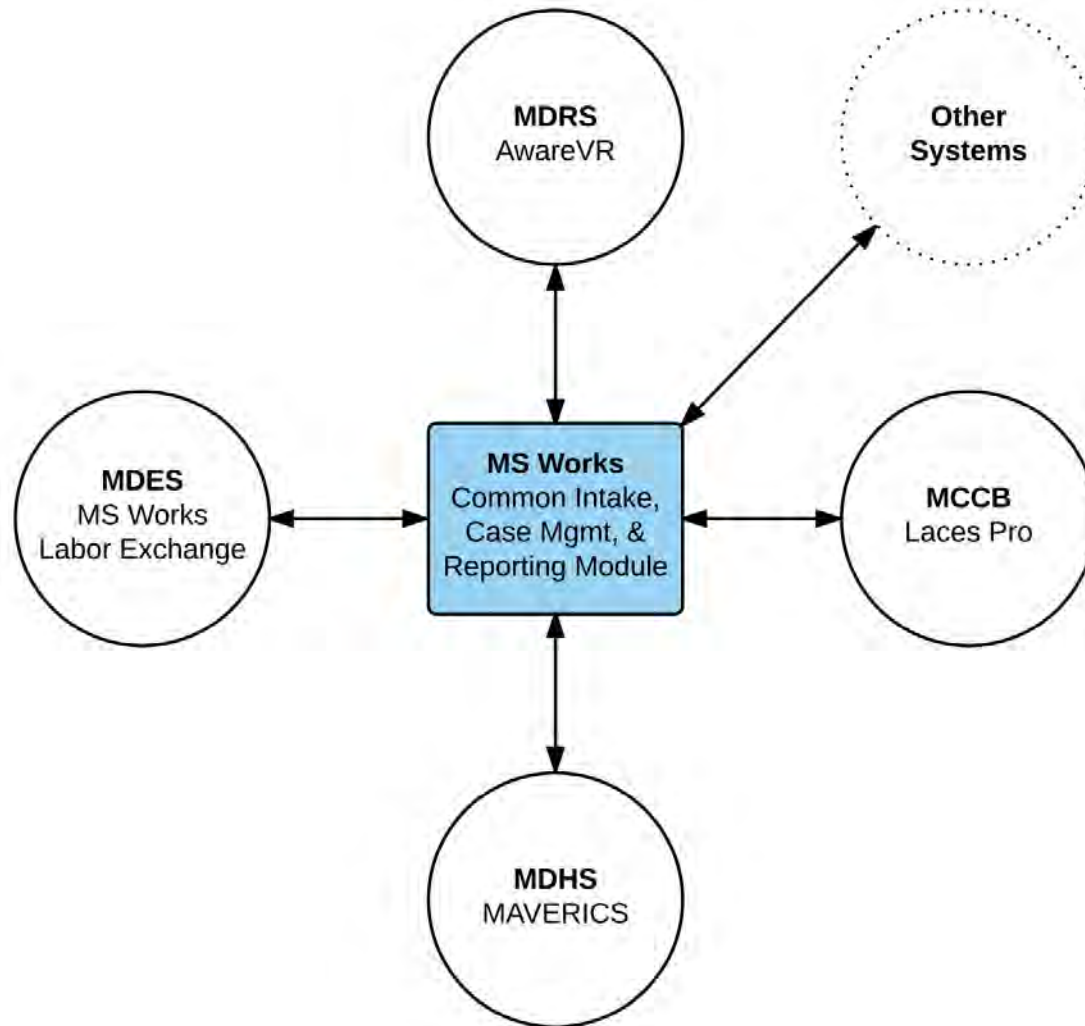


Source: Alliance for Quality Career Pathways, "Shared Visions, Strong Systems"

Common Case Management Approach: Mississippi Works Smart Start Career Pathway Model



Coordinating System: Common Case Management Technology



All agency systems linked to common system via web services.



Helping Mississippians Get Jobs

MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

MSU Admin , MDES State Office (Change Location)

Benefits Tax

Home Print Logout

Participants

Employers

Reports

Advanced

>> Staff Home

Welcome to MDES Online

Your Incomplete Participation

No items found.

Name
Nothing found to display.

No items found.

Documents to be reviewed

3 items found, displaying all items.

Participant	Document	Review
Jonathan (Jon) Barlow	Screen Shot 2016-04-07 at 8.50.12 AM - 04/07/2016 Cover Letter - Pending	Approve Reject
SARA DUCKSWORTH (8693)	sample_resume - 07/30/2015 Resume - Pending	Approve Reject
John Jones	Roll of meeting - 04/11/2016 Resume - Pending	Approve Reject

3 items found, displaying all items.

MSU Admin

Job Orders

Contacts

Location
State Office

Jackson, Mississippi 39213
Hinds County United States

Phone: (601) 300-9163
alt. (662) 000-0000
Fax: (601) 321-6598

user4006155715120482749@ochsner.org

Upcoming Job Fairs
Governor's Job Fair Network

[Yazoo County Area Job Fair 2016](#)

Date: 10 May 2016
Location: National Guard Armory Yazoo City

[Greenville Regional Job Fair 2016](#)

Date: 24 May 2016
Location: Washington County Convention Center 1040 S. Raceway Rd. Greenville

[I-59 Job Fair](#)

Date: 02 Jun 2016
Location: South Central Place 2260 Hwy 15 N Laurel

[Rankin County Area Job Fair 2016](#)

Date: 09 Jun 2016
Location: Clyde Muse Center Hinds Community College 515 Country Place Pkwy Pearl

Student Intake

[Help](#)

*Intake Date:

SSN:

*Last Name:

*First Name:

Middle Name:

Suffix:

Student Unique ID:

*Program:

ESL Student: ☐

*Residence Area:

*Birthdate:

Age:

*Gender:

Student Keyword:

*Is this person Hispanic/Latino: ☐ Yes

☐ No

*What is this person's race? Choose one or m...

American Indian or Alaska Native: ☐

Asian: ☐

Black or African American: ☐

Native Hawaiian or Other Pacific Islander: ☐

White: ☐

*Employment Status:

*Highest Ed Level Compl on Entry:

*Highest Ed Level Compl on Entry Loc:

Current Level:

Address 1:

Address 2:

Zip:

City:

County:

State:

Mail Preference:

Home Phone:

Mobile Phone:

Work Phone:

Email:

Contact Preference:

Homeless: ☐

Public Assistance: ☐

Economic Disadvantage: ☐

Dislocated Worker: ☐

Displaced Homemaker: ☐

Minor with Adult Status: ☐

Single Parent or Guardian: ☐

Immigrant: ☐

Correctional:

Apparent or Disclosed Disability: ☐

Specific Learning Disability:

SAVE AND RETURN

SAVE AND NEW

Assessments

SAVE AND GO

Cancel

AFRD

AFDC RESOURCE DETERMINATION

010612 08:56

JASPER S

CASE NAME: SIMMS , JOSHUA T

CASE NUMBER: 500045973 MONTH: 0112

UNIT TYPE: AI UNIT SIZE: 02

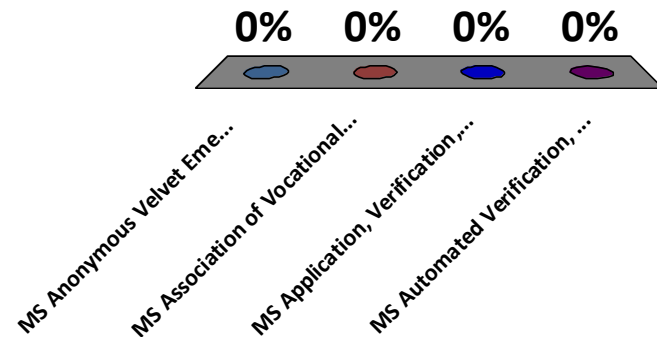
HOUSEHOLD ASSETS:	EXEMPT	NON-EXEMPT	SPONSOR ASSETS:	EXEMPT	NON-EXEMPT
LIQUID RESOURCES	0.00	0.00	LIQUID RESOURCES	0.00	0.00
OTHER ASSETS	0.00	0.00	OTHER ASSETS	0.00	0.00
			SPONSOR DEDUCT	0.00	
TOTAL NON-EXEMPT RESOURCES		0.00			

CASE HAS PASSED THE RESOURCE DETERMINATION TEST

NEXT →

What Does MAVERICS Stand For

- A. MS Anonymous Velvet
Emergency Response and
Insurance Customer
System
- B. MS Association of
Vocational Elite Romantic
Industrial Clown Suits
- C. MS Application,
Verification, Eligibility,
Reporting, and Information
Control System
- D. MS Automated Verification,
Eligibility, Reemployment,
and Information Computer
System





Participant



Vendor



Report



Referral



Financial



Staff



Case Transfer



Budget



Objective



Service



Help Desk



Employer

11/19/2015

Version: 5.18.4.0

Datapage: Landing.aspx (10/28/2015)

Report errors to: Tamela Harris at tharris@mdrs.ms.gov if you are OSDP staff. All users except OSDP please contact Delinda Armstrong at darmstrong@mdrs.ms.gov. All issues should be reported in writing unless the problem poses an emergency for the participant or service provider. Please provide sufficient information relative to your issue such as Participant Name and ID; Authorization # ; exact error message and datapage or report in which error occurs; etc.

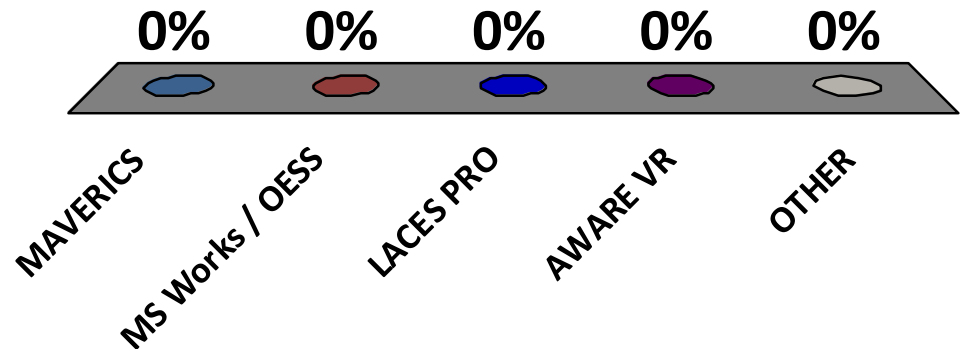
Enterprise Version: 2015.2.4.0

Server: MDRSWEB/mdrsdb(aace)

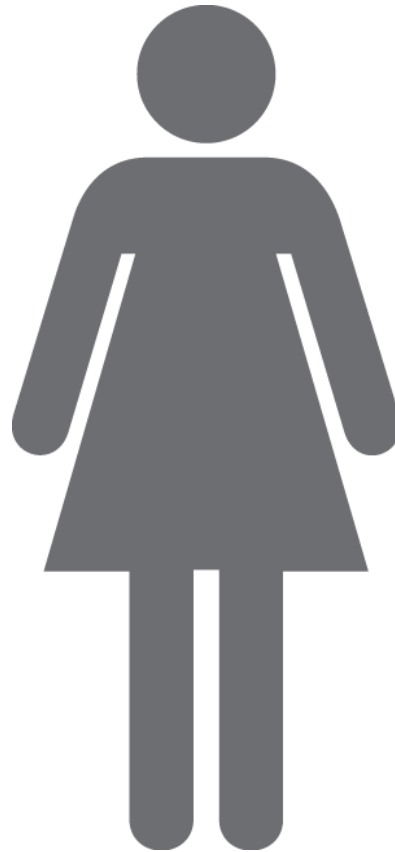
End of Page

What System Do you Use?

- A. MAVERICS
- B. MS Works / OESS
- C. LACES PRO
- D. AWARE VR
- E. OTHER

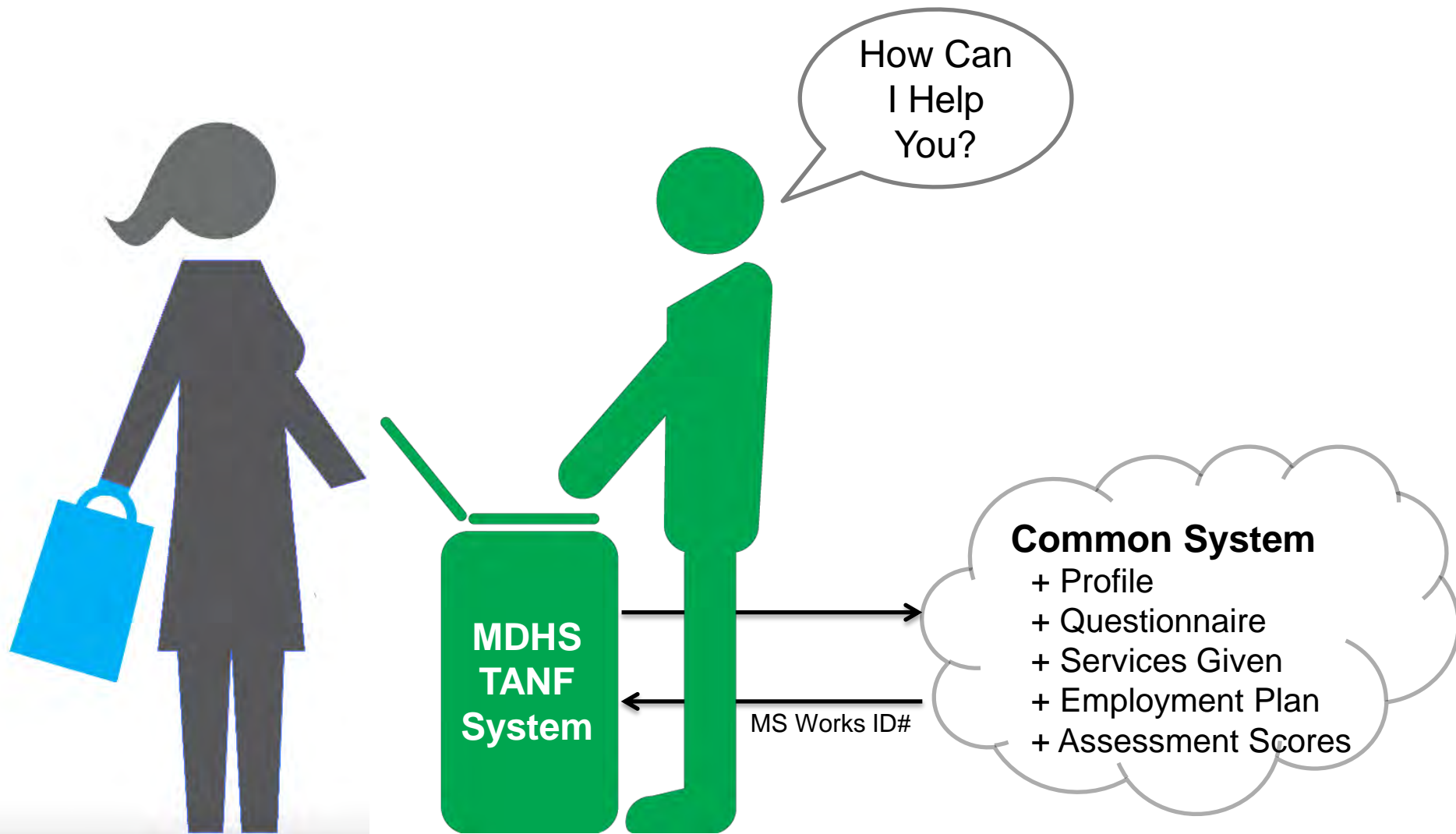


Smart Start Case Study:
Sela Ward, Aspiring Mississippi Chef

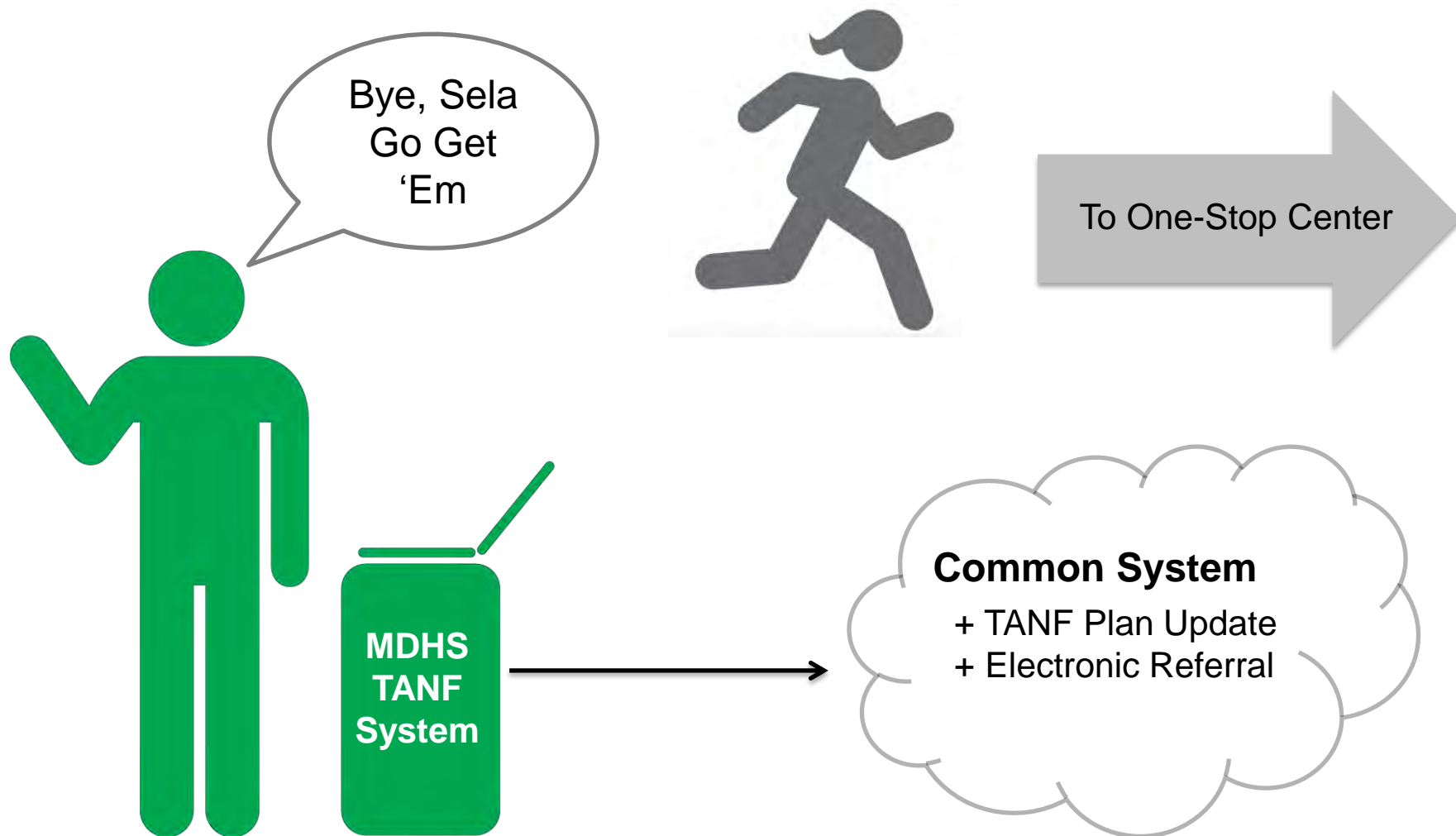


Sela Ward

Smart Start Case Study: Agency Intake at MDHS for TANF

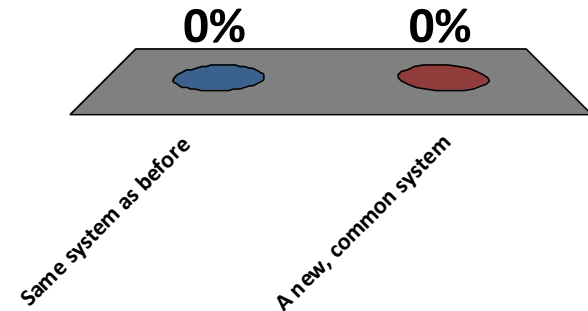


Smart Start Case Study: TANF Completes Work, Refers to One-Stop / Workforce Agency

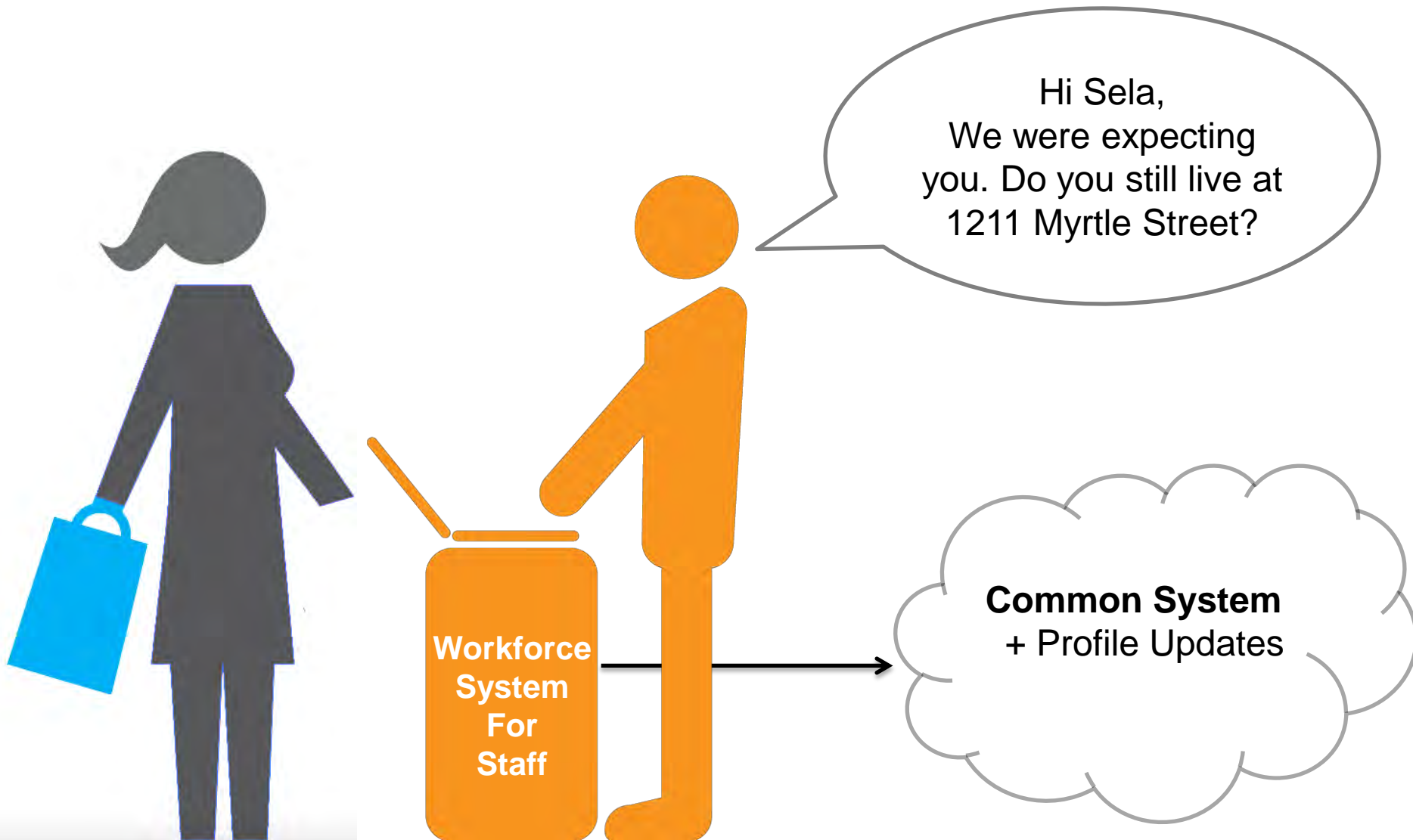


Under WIOA, Staff Will Use

- A. Same system as before
- B. A new, common system



Smart Start Case Study: Intake at One-Stop Center



Smart Start Case Study: Intake at One-Stop Center

The screenshot displays the MDES (Mississippi Department of Employment Security) Online Services interface. The browser address bar shows the URL: <https://spur-ms-demo.nsparc.msstate.edu/wings/spring/general/participant/participant-search?execution=e3s3>. The user is logged in as Jonathan.

The MDES logo is prominently displayed at the top, with the tagline "Helping Mississippians Get Jobs". Navigation links include "Benefits", "Tax", "Home", "Print", and "Logout". The main menu features "Participants", "Employers", "Reports", and "Advanced".

The "Participant Search" section shows details for SELA WARD (0516). It indicates "0 quick referrals available" within a 100-mile radius. Links for "Permalink" and "Print Resume" are provided. A "WIOA Partner Address Change Alert" is displayed, stating: "The Mississippi Department of Human Services has updated SELA WARD's address to: 1211 Myrtle Street, Tupelo, MS 38801". Below this alert are two buttons: "Accept Change" and "No Change at This Time".

On the left sidebar, there are sections for "Program Su" (This participi...), "Personal" (Social Secur..., Date of Birth..., Ethnicity: No...), "Employment" (Veteran: Mississippi M..., Disabled: ...), and "Contact" (Residence: 150 MATTO..., TUPELO, M..., Lowndes Co...).

At the bottom, two identical error messages are shown: "There appears to be a problem with your address. The following will be used for job matching: Tupelo, Mississippi 38801 in Lee County".

Smart Start Case Study: One Stop Center Career Pathway Planning



Mississippi Works

Customer Self-Service

MyMDES

MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY


[Home](#) [My Profile](#) [Job Search](#) [Unemployment Insurance](#) [Find a WIN Job Center](#)

Welcome, Elvis Smith [Log Out](#)

1 Jobs Viewed Today
0 Applications Pending

[Return to Search](#)

Welder, Marketing and IT / Nettleton (#172634)




Go For It!

You are a **good match** for this job and it would be worth your while to apply.

[Apply Now](#)

50%

COMPARISON DETAILS




Education

This job requires a High School Diploma or GED and you indicated Some High School

50%

[Update Education Profile](#)




Experience

A survey of workers in the occupation Welders, Cutters, Solderers, and Brazers found that 30.04% had from 2 to 4 years of experience, 17.17% had from 1 to 2 years of experience, and 12.83% had from 3 to 6 months of experience. You have 0 years of experience.

0%

[Update Work History](#)



Skills

The employer did not list specific skills that may be required.

100%

[Update Skills in Work History](#)

Description

This position is for a Welder with a metal fabrication company location in Nettleton, MS. Will perform all related duties as assigned in a safe and timely manner. Requirements include: Must have a valid Driver's license; Must have prior experience. Marketing needs to be great at sales and intelligent with computer skills. Monday thru Friday 7a.m. - 5p.m. HSD or GED required. Also must have 2 years prior experience. Pay depend on experience


[Tweet](#) [Like](#) [Share](#) 0

Company
Confidential Employer

Source
MDES

Job Type
Full-Time - Permanent - More than 150 days

Location and Contact Information



Map Satellite

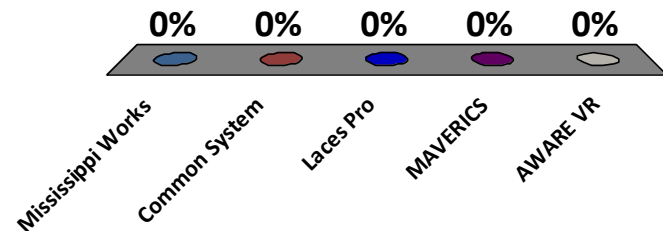
Work Location

7293 hwy 45 s
7293 hwy 45 s
nettleton, US 38858

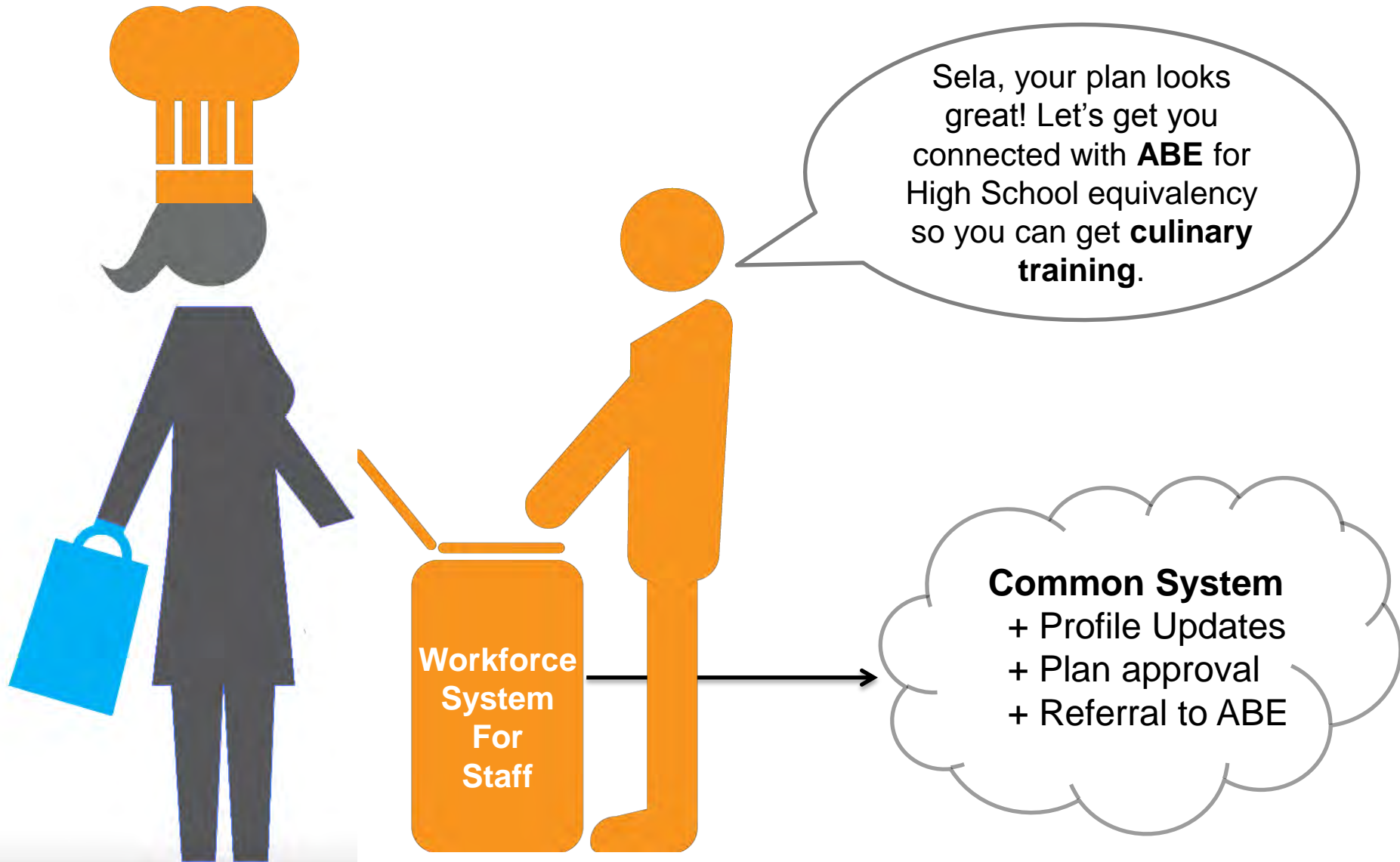
Note: Map location is based on zip code, not actual location, for confidential employers.

Under WIOA, Participants Will Perform Self-Service Activities In

- A. Mississippi Works
- B. Common System
- C. Laces Pro
- D. MAVERICS
- E. AWARE VR

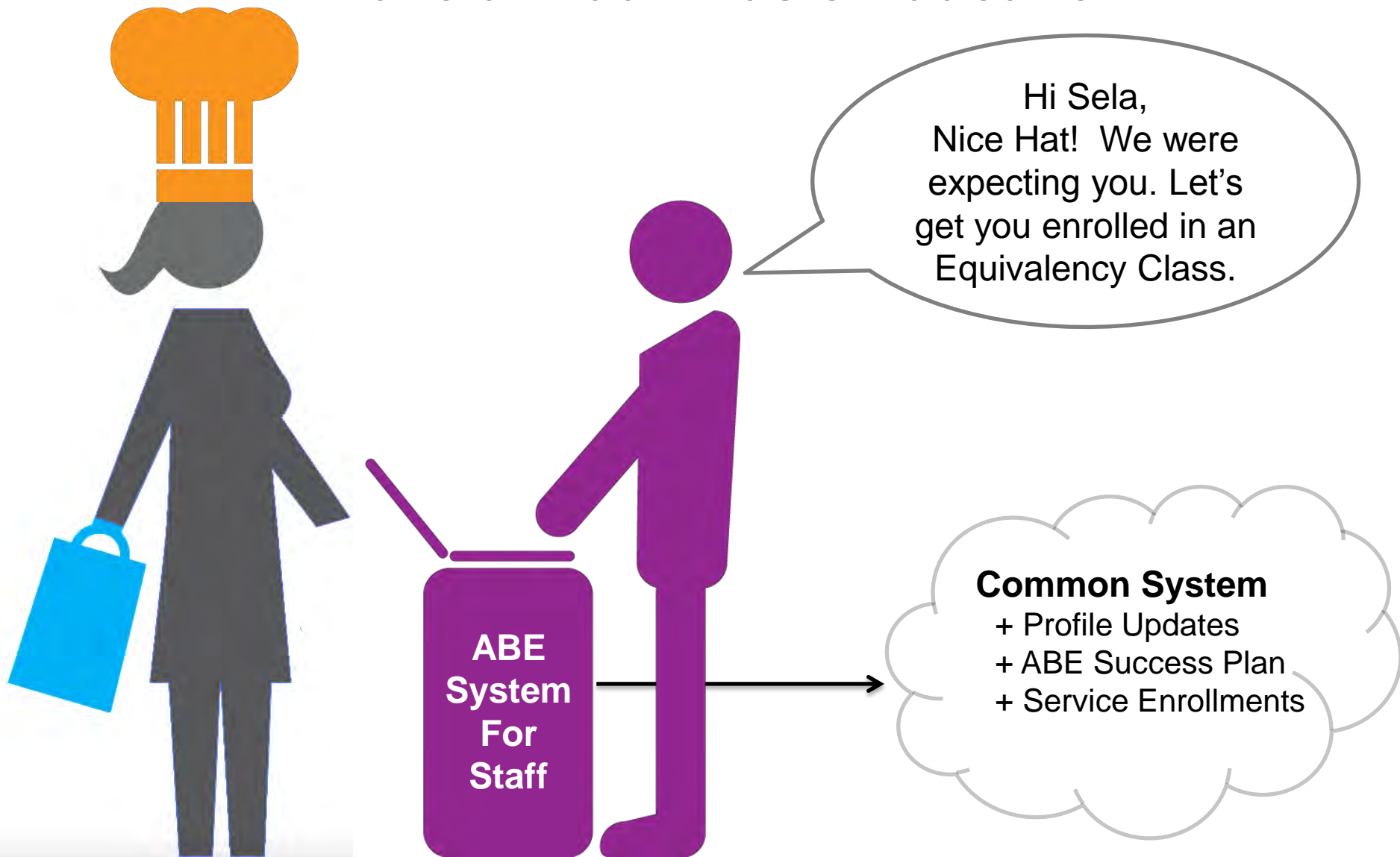


Smart Start Case Study: One-Stop Center Career Pathway Planning



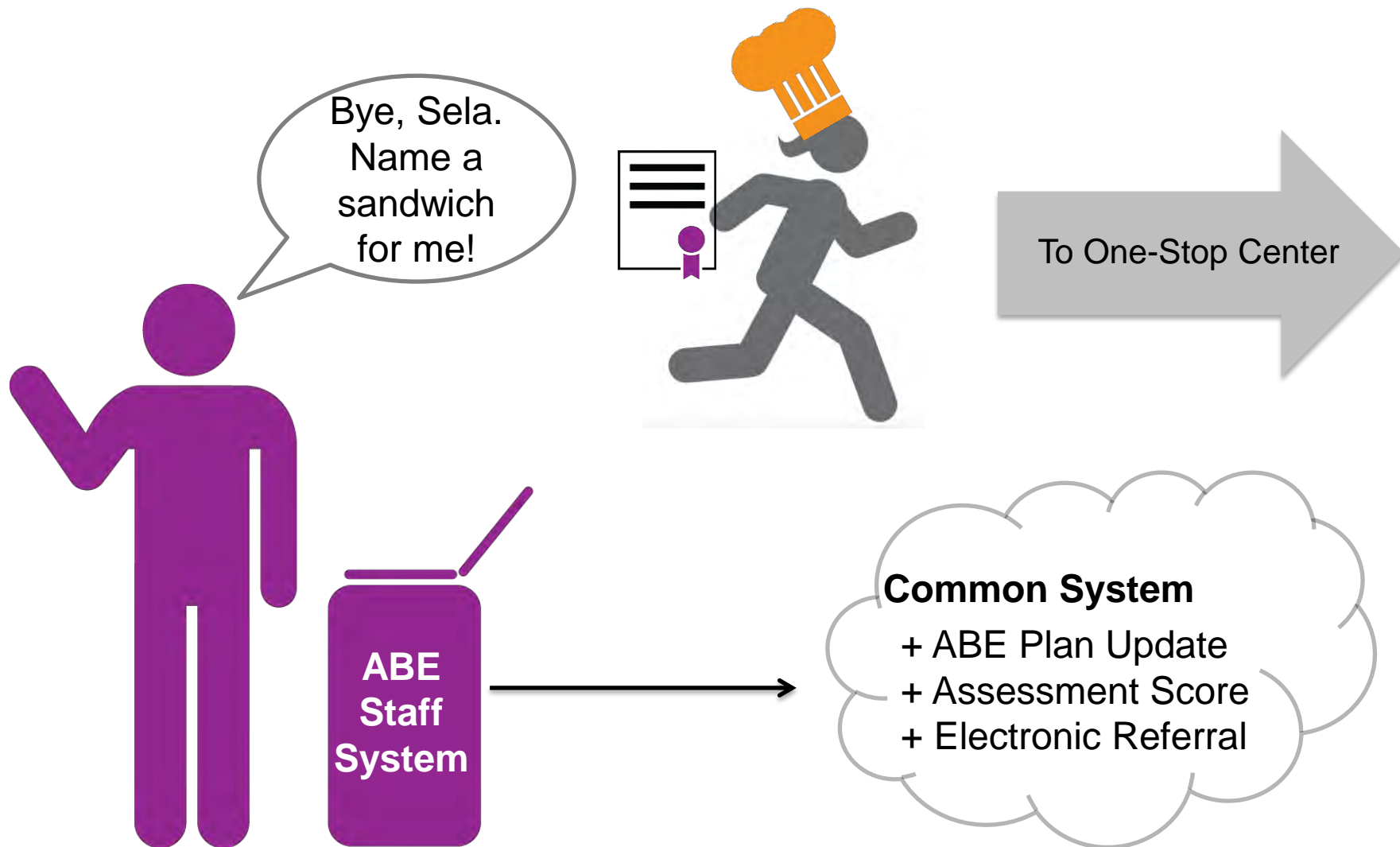
Smart Start Case Study:

Intake at Adult Basic Education



Smart Start Case Study:

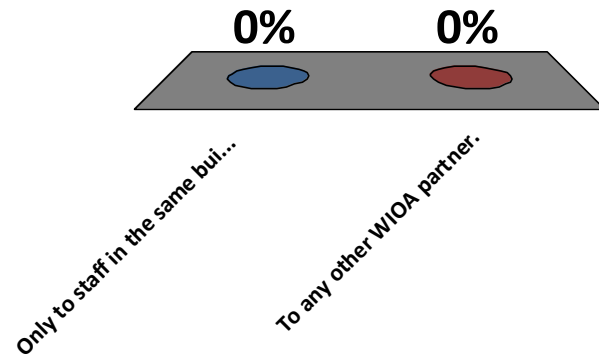
Sela Completes Equivalency, ABE Refers Back to One-Stop / Workforce Agency



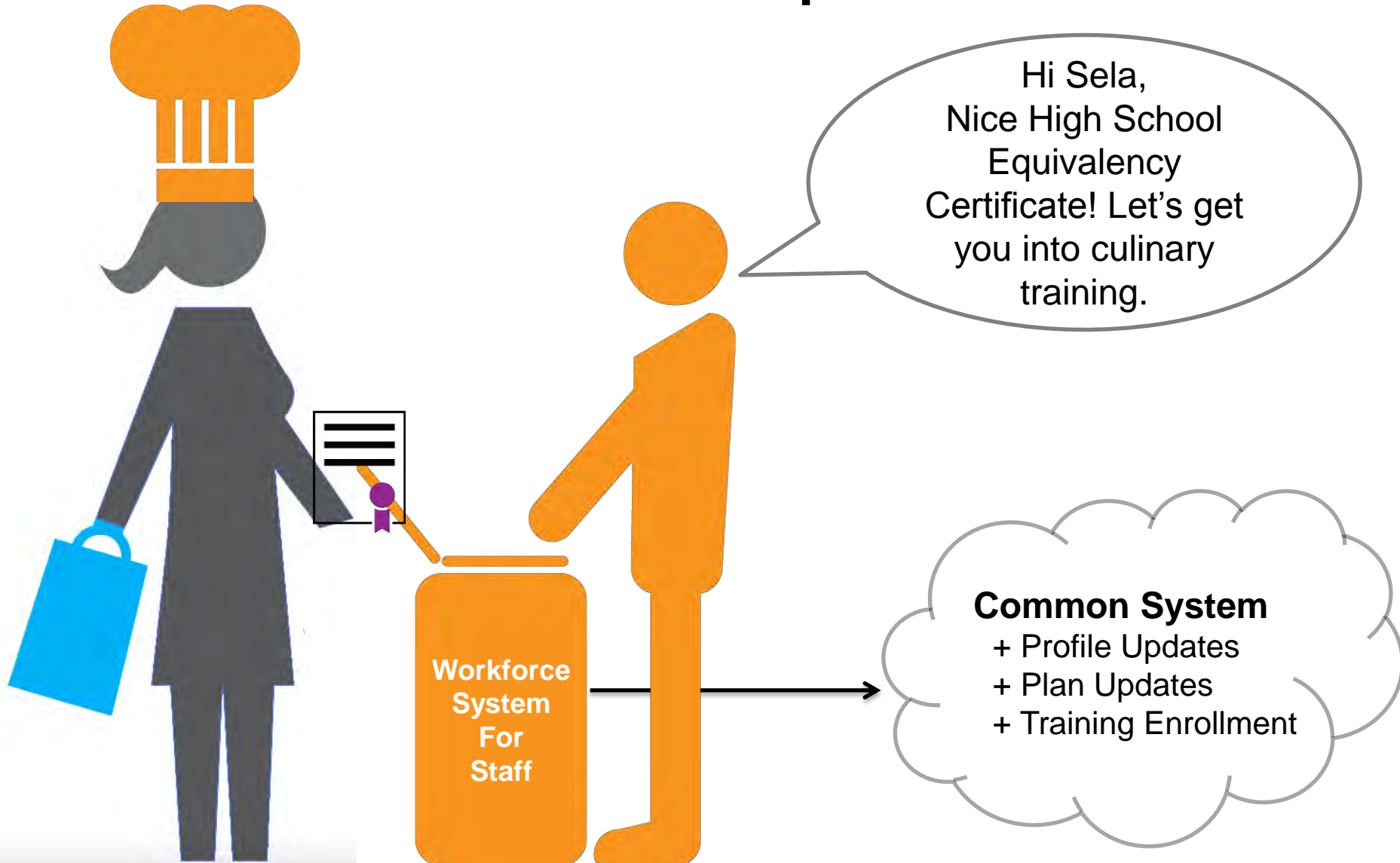


WIOA Partner Staff May Refer Participants

- A. Only to staff in the same building.
- B. To any other WIOA partner.

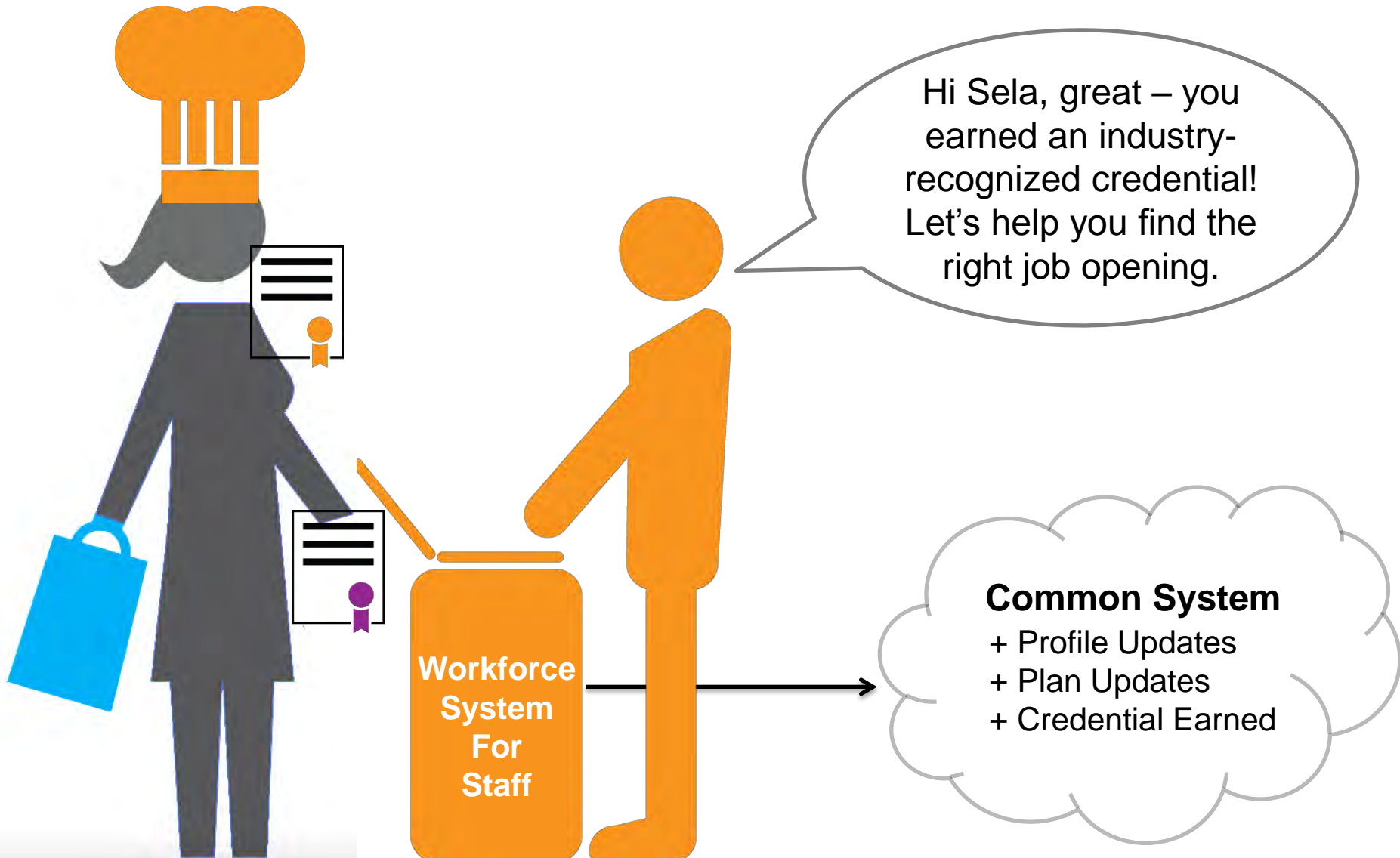


Smart Start Case Study: Revisit One-Stop Center

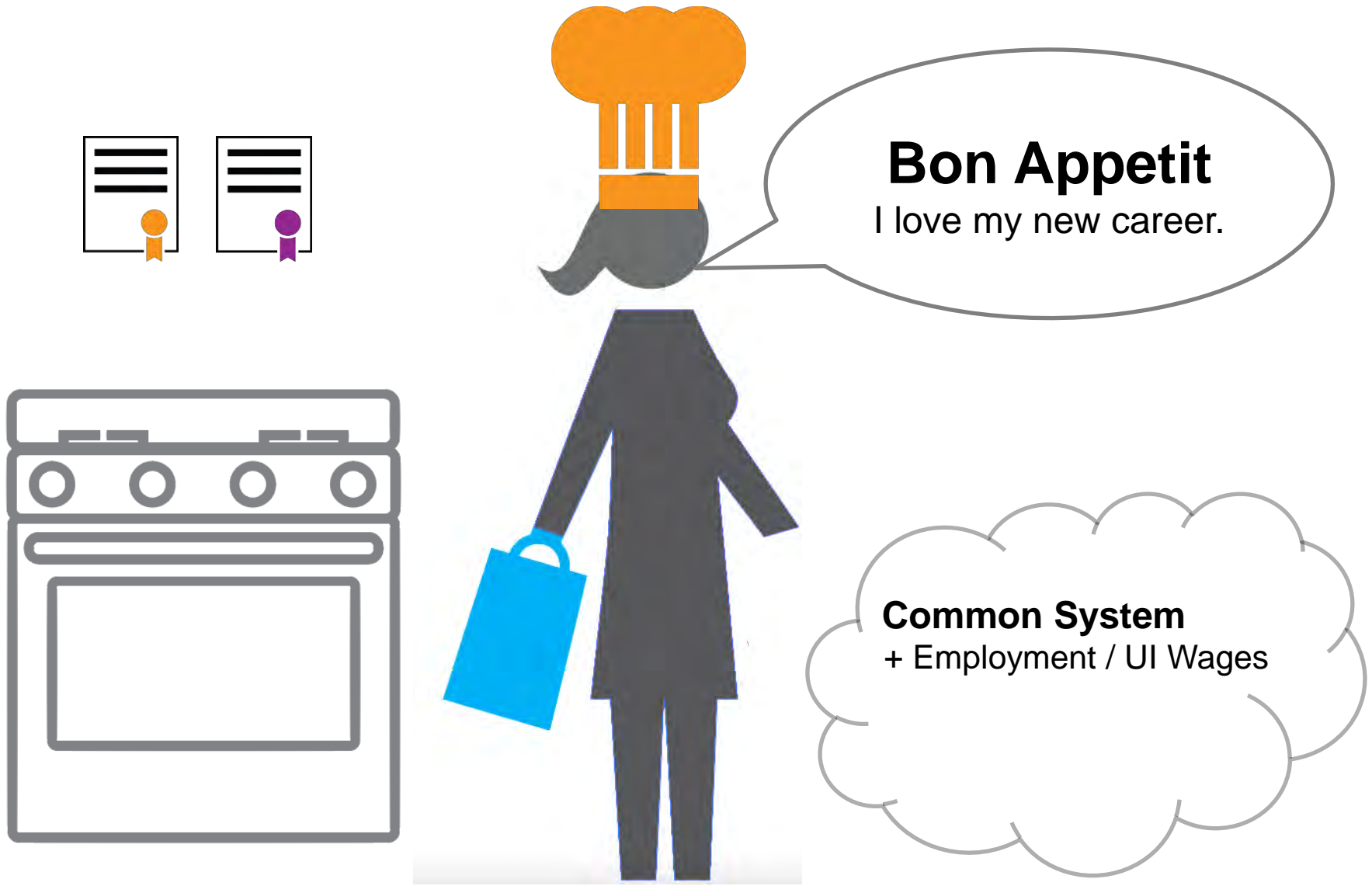


Smart Start Case Study:

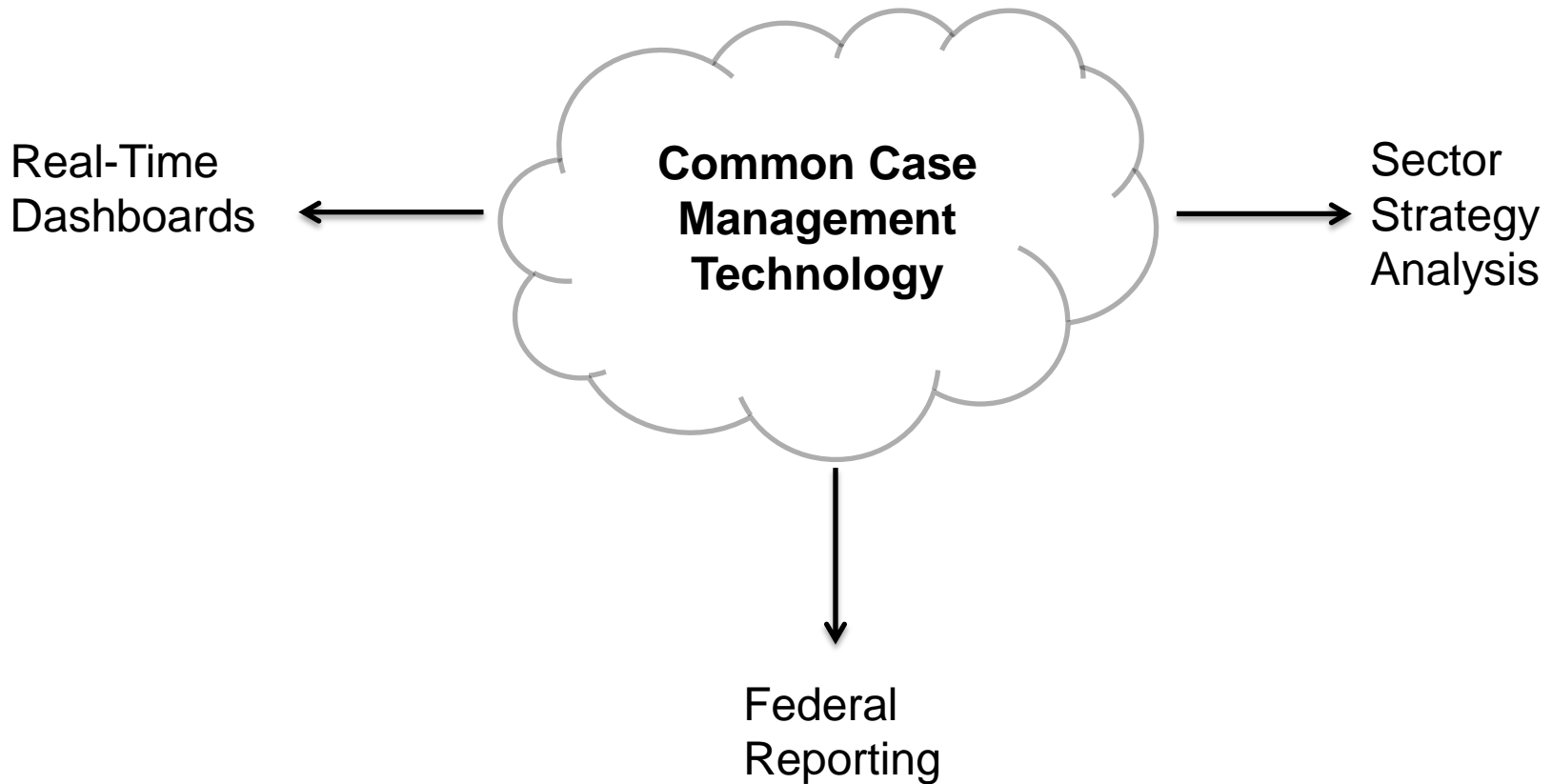
After Training, Exit Strategy



Smart Start Case Study: Unsubsidized Employment



Smart Start Reporting and Assessment

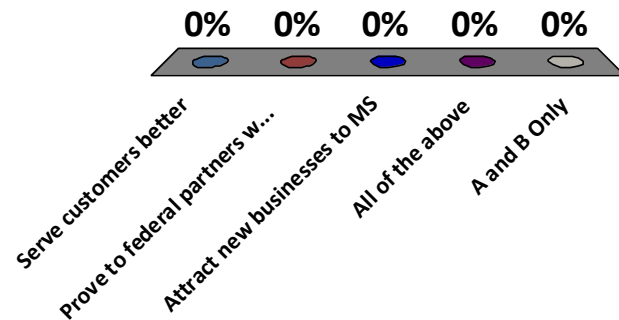


Some WIOA Measures of Success

- Entered employment
- Better wages
- Skill gains
- Credentials Earned
- Serving employers
- Other in-state Measures

WIOA Data Will Help

- A. Serve customers better
- B. Prove to federal partners what a great job we're doing in MS
- C. Attract new businesses to MS
- D. All of the above
- E. A and B Only



Summary: Data that make Smart Start Possible

- Common Participant Profile
- Intake Questionnaire + Rules Engine
- Electronic Referrals
- Work-Ready Report Card
- Individual Success Plan + Agency Plans
- Common **service** catalog.
- Common **assessments** catalog.
- Common **credentials** catalog.

Technology Timeline

	2016									2017						
	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	Requirements Gathering				Implementation									Production Release		
NSPARC	System Design				Development of System			Systems Integration, Testing			UAT	Production Deployment				
MDES	Requirements Gathering				Changes to OESS			Systems Integration, Testing			UAT	Go Live				
MDRS	Requirements Gathering				Changes to Aware VR			Systems Integration, Testing			UAT	Go Live				
MDHS	Requirements Gathering				Changes to MAVERICS			Systems Integration, Testing			UAT			Go Live		
MCCB	Requirements Gathering				Changes to ABE System			Systems Integration, Testing			UAT				Go Live	

CHAPTER 7: WIOA

Referral Guide ~ WIDA Youth Programs

Youth Providers may change annually in July depending on procurement

DELTA WORKFORCE AREA

Provider	Address	Contact Info	County(ies) Served
Bolivar County CAA, Inc.	810 East Sunflower Road, Suite 120 Cleveland, MS 38732	Sharron Stowers (662) 846-1491	Bolivar
Coahoma Community College	3240 Friars Point Road Clarksdale, MS 38614	Linda Williams (662) 621-4137	Coahoma
Mid-State Opportunity, Inc.	P.O. Box 270 Charleston, MS 38921	Beverly Taylor (662) 647-2463	Panola, Quitman, Tallahatchie, Tunica
North Central PDD	28 Industrial Boulevard Winona, MS 38967	Jeanette Ringo (662) 283-4614	Carroll, Holmes, Leflore
South Panola School District	209 Boothe Street Batesville, MS 38606	Patricia Gleeton (662) 563-3706	Panola
Sunflower-Humphreys Counties Progress, Inc.	P.O. Box 908 Indianola, MS 38751	Leronda Sibley (662) 887-5583	Humphreys, Sunflower
WWISCAA, Inc.	P.O. Box 1813 Greenville, MS 38701	Jan Vaughn (662) 378-2701	Issaquena, Sharkey, Washington

MS PARTNERSHIP WORKFORCE AREA

East MS Community College	8731 S Frontage Rd, P.O. Box 110 Mayhew, MS 39753	Sha'Carla Petty (662) 243-1930	Clay, Lowndes, Noxubee
Golden Triangle PDD	106 Miley Road, P.O. Box 828 Starkville, MS 39760	Mitzi Lawrence (662) 324-7860	Choctaw, Oktibbeha, Webster, Winston
Itawamba Community College	3200 Adams Farm Road, Suite 2 Belden, MS 38826	Ruth McKinney (662) 407-1205	Chickasaw, Itawamba, Lee, Monroe, Pontotoc
North Central PDD	28 Industrial Boulevard Winona, MS 38967	Jeanette Ringo (662) 283-4614	Attala, Grenada, Montgomery, Yalobusha
Northeast MS Community College	101 Cunningham Blvd. Booneville, MS 38829	Laurie Kesler (662) 720-7768	Alcorn, Prentiss, Tippah, Tishomingo, Union
Northwest MS Community College	4975 Hwy. 51 North Senatobia, MS 38668	Jennifer Casey (662) 562-3355	Calhoun, DeSoto, Lafayette, Marshall, Tate

**Workforce
Innovation and
Opportunity Act**

**Local Workforce
Development Areas**

Youth Programs

Delta

P.O. Box 1776
831 S Broadway
Greenville, MS 38702
(662) 335-6889
bhumphrey@sdpdd.com

MS Partnership

P.O. Box 690
75 South Main Street
Pontotoc, MS 38863
(662) 489-2415
crackley@trpdd.com

Southcentral Works

P.O. Box 4935
Jackson, MS 39296
(601) 981-1511
tmeek@cmpdd.org

Twin Districts

700 Hardy Street
Hattiesburg, MS 39401
601-545-2137
sduncan@smpdd.com

Referral Guide ~ WIDA Youth Programs

Youth Providers may change annually in July depending on procurement

SOUTHCENTRAL WORKS WORKFORCE AREA

Provider	Address	Contact Info	County(ies) Served
Brookhaven WIN Job Center	545 Brookway Blvd. Brookhaven, MS 39602	Youth Specialist (601) 833-3511	Adams, Amite, Clayborne, Copiah, Franklin, Hinds, Jefferson, Lawrence, Lincoln, Madison, Pike, Rankin, Simpson, Walthall, Warren, Wilkinson, Yazoo
Jackson WIN Job Center	5959 I-55 N Frontage Road Jackson, MS 39213	Youth Specialist (601) 321-7931	
Madison WIN Job Center	152 Watford Parkway Drive Canton, MS 39046	Youth Specialist (601) 859-7609	
McComb WIN Job Center	416 Marion Ave. McComb, MS 39649	Youth Specialist (601) 684-1306	
Natchez WIN Job Center	107 Colonel John Pitchford Parkway Natchez, MS 39121	Youth Specialist (601) 442-0243	
Pearl WIN Job Center	212 Saint Paul St. Pearl, MS 39208	Youth Specialist (601) 321-5441	
Vicksburg WIN Job Center	1625 Monroe Street Vicksburg, MS 39180	Youth Specialist (601) 638-1452	Claiborne, Hinds, Rankin, Warren
Hinds Community College	501 East Main Street Raymond, MS 39154	Angela Hayes (601) 857-3628 Aleisha Coins (601) 857-3914	

TWIN DISTRICTS WORKFORCE AREA

To Be Determined

**Workforce
Innovation and
Opportunity Act**

**Local Workforce
Development Areas**

Youth Programs

Delta

P.O. Box 1776
831 S Broadway
Greenville, MS 38702
(662) 335-6889
bhumphrey@sdpdd.com

MS Partnership

P.O. Box 690
75 South Main Street
Pontotoc, MS 38863
(662) 489-2415
crackley@trpdd.com

Southcentral Works

P.O. Box 4935
Jackson, MS 39296
(601) 981-1511
tmeek@cmpdd.org

Twin Districts

700 Hardy Street
Hattiesburg, MS 39401
601-545-2137
sduncan@smpdd.com

~ WIOA ~

WORKFORCE INNOVATION AND OPPORTUNITY ACT



The

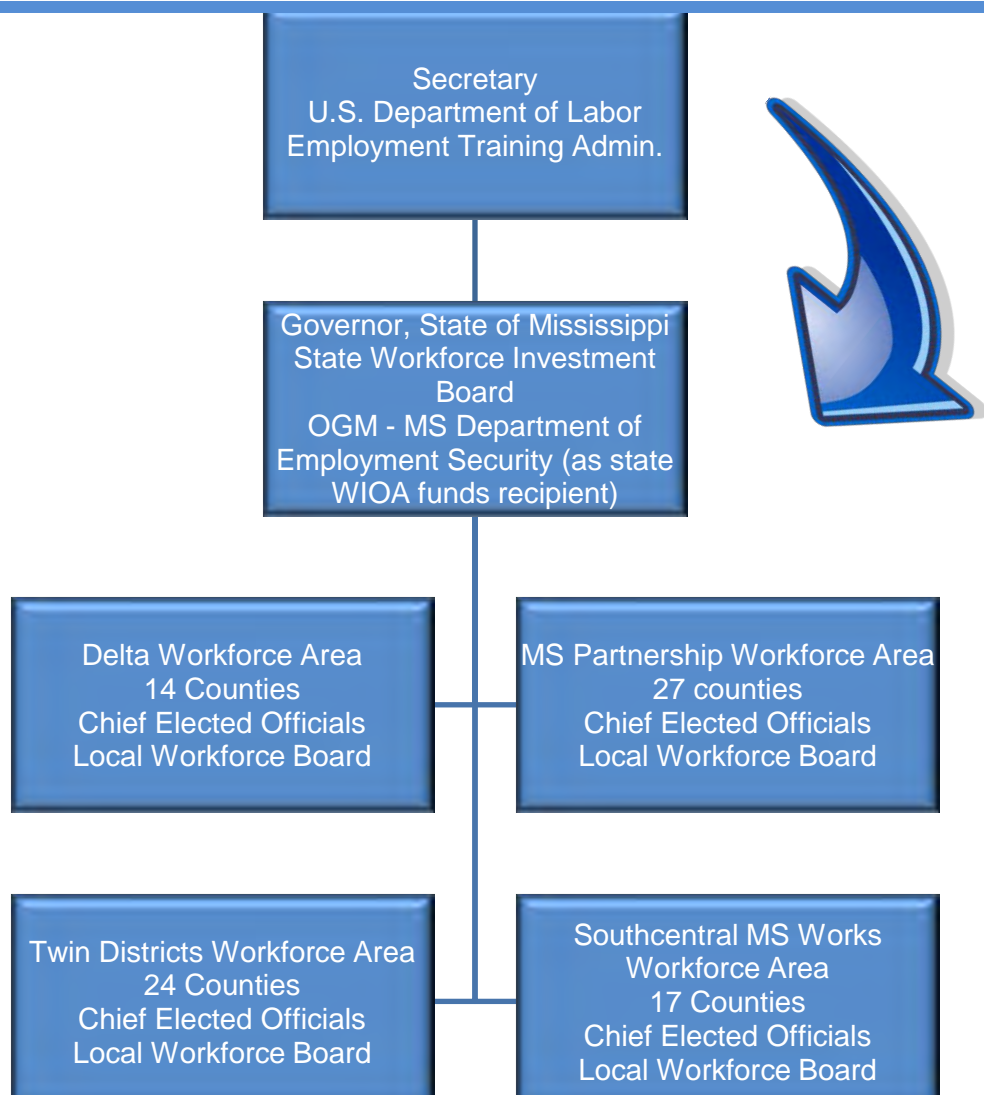


Act

*Courtney Rackley
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SDPDD/WIOA
Adult Programs Coordinator
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jackie.roberts08@yahoo.com*

STRUCTURE OF WORKFORCE INNOVATION AND OPPORTUNITY ACT IN MISSISSIPPI



MDES

Office of Grant Management

Laura Ring, Director

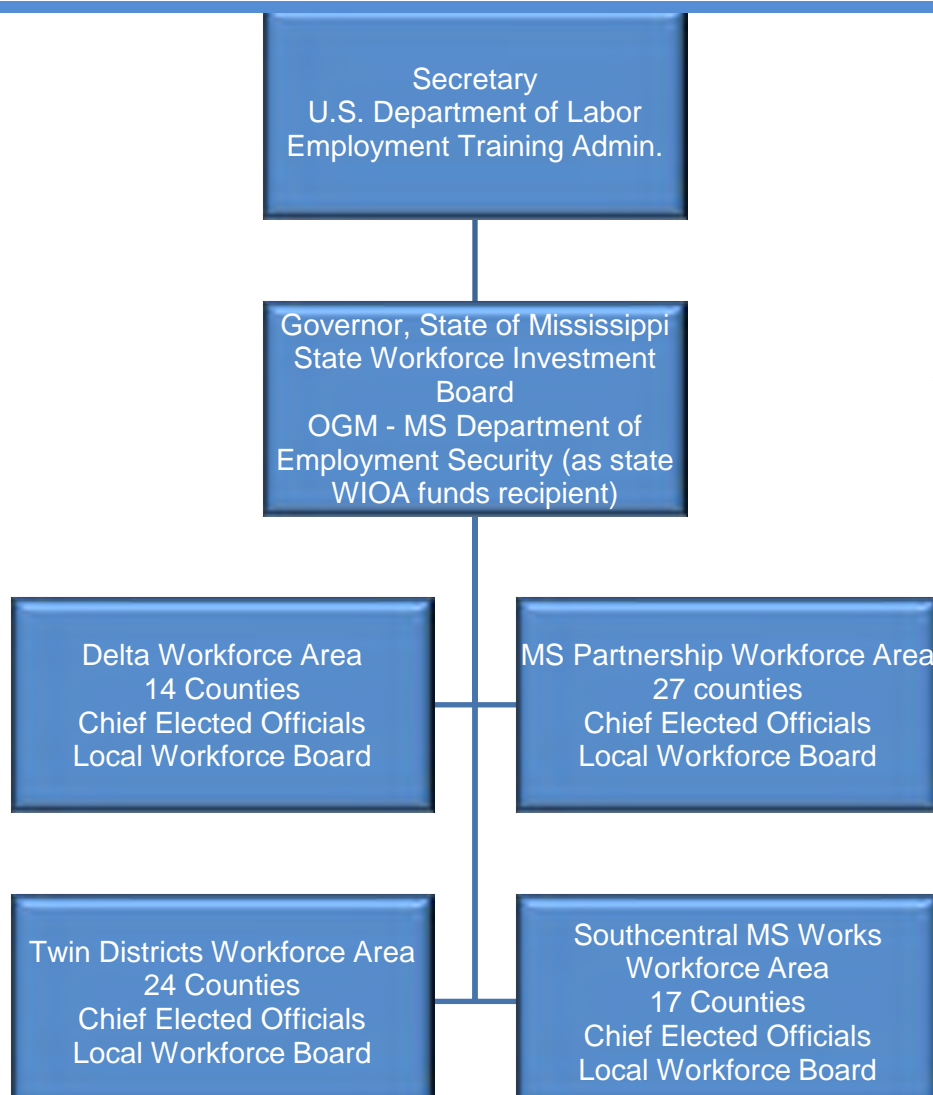
Bob DeYoung, Deputy Director

State Administrator for the Workforce Innovation and Opportunity Act (WIOA), a Federal employment and training program funded through the U.S. Department of Labor (DOL)

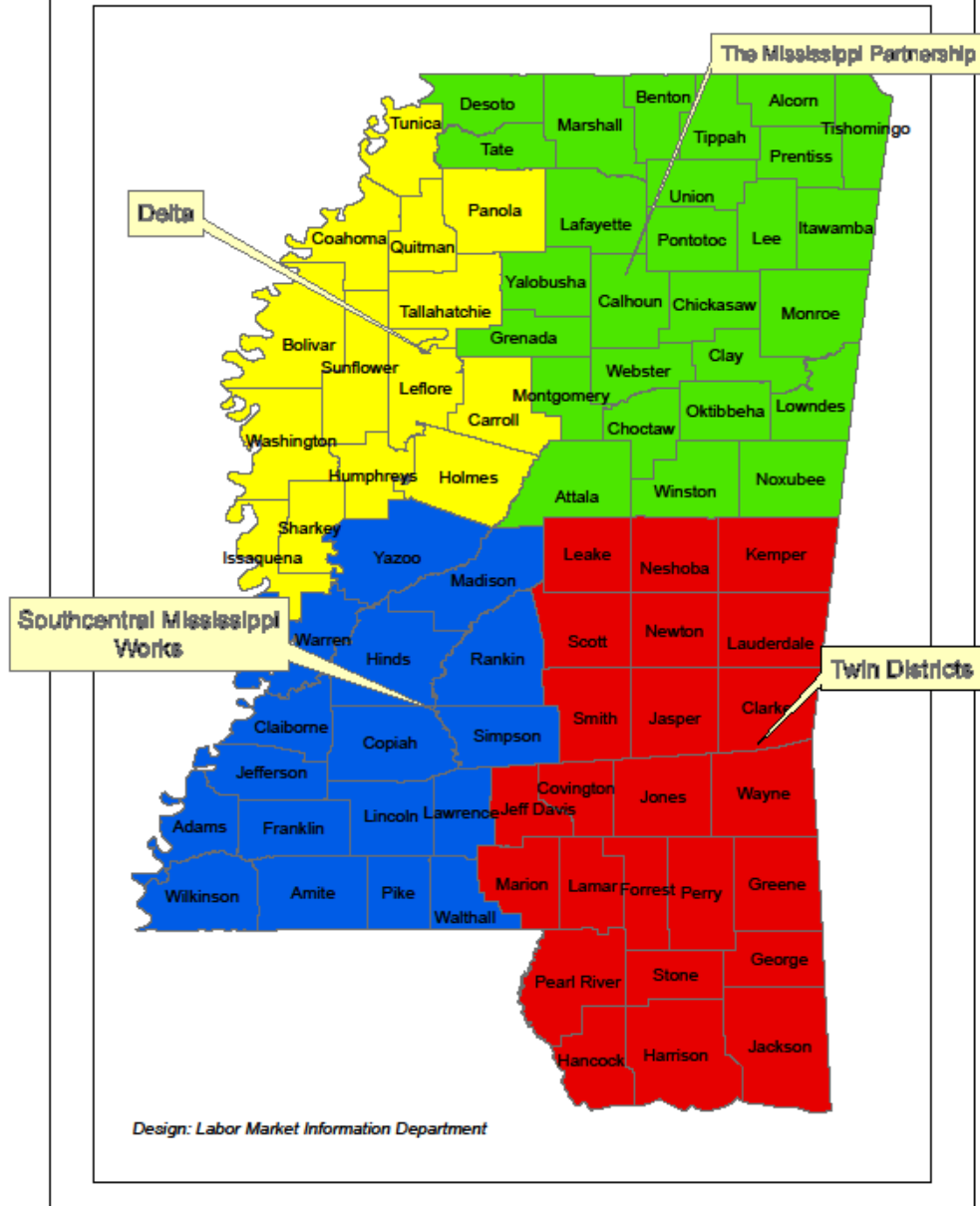
Office of Grant Management

- Manages and oversees WIOA grants and ensures compliance with applicable Federal and State statutes, rules, and regulations
- Develops State WIOA communications, policies, and procedures
- Provides technical support to sub grantees, monitors grants for compliance, and serves as liaison to DOL staff
- Maintains participant data collection and reporting systems for WIOA and Wagner-Peyser
- Leads the effort for the development of a unified reporting system for WIOA, Wagner-Peyser, and Trade Adjustment Assistance
- Designs, maintains, and enhances the statewide Eligible Training Provider List (ETPL)

STRUCTURE OF WORKFORCE INNOVATION AND OPPORTUNITY ACT IN MISSISSIPPI



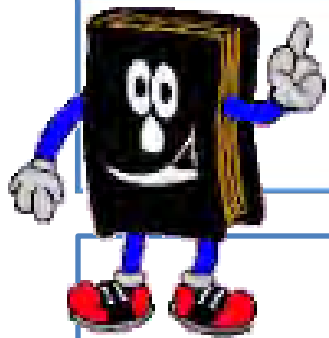
Workforce Investment Areas



One-Stop Delivery System



A Cornerstone for WIOA



TODAY'S OUTLINE

Adult, Dislocated Worker and Youth:

A graphic of six pencils arranged horizontally, each with a black banner across its middle containing white text. The pencils are sharpened on the left and have erasers on the right.

Services

Eligibility

Work Req'ments

Referrals

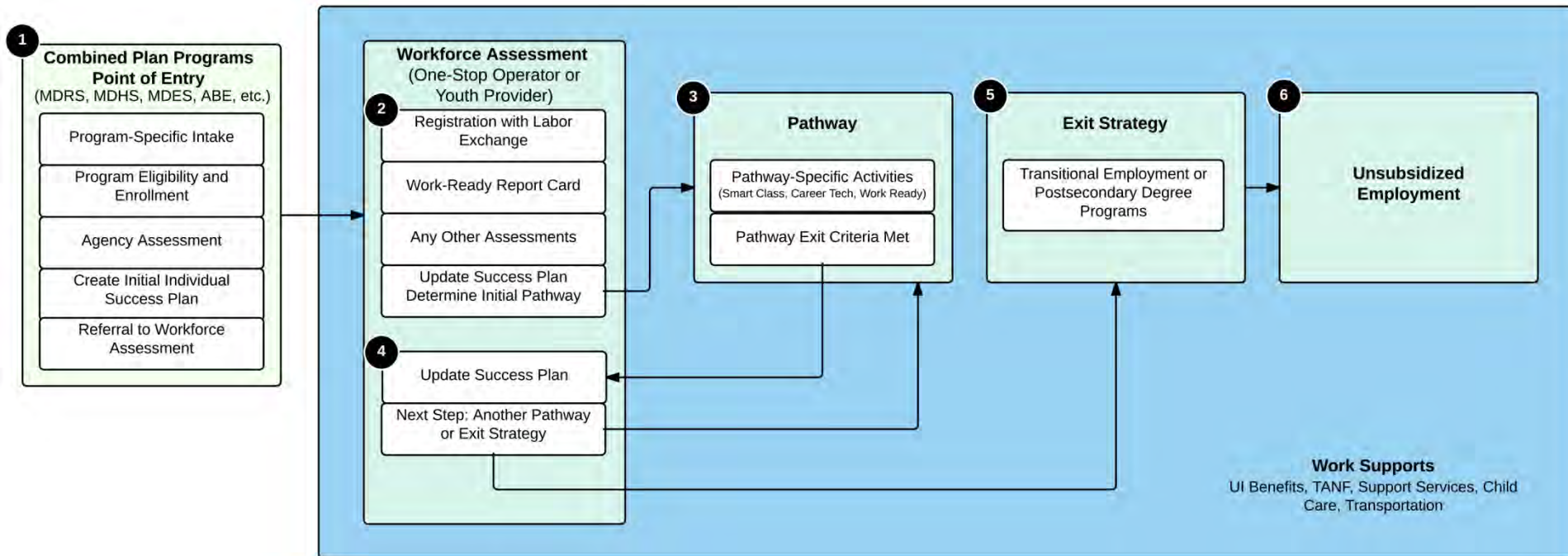
Examples

Case Study



How do we
actually
“serve” the
participant?

Smart Start Career Pathways



Smart Start Career Pathways



No Wrong Door



SERVING AN APPLICANT IN THE WIN JOB CENTER USING CAREER PATHWAYS



1. Combined Plan Program –
 - Common Intake or Questionnaire
 - Individualized Success Plan
2. Workforce Assessment
 - Register with Labor Exchange
 - Work-Ready?
 - Assessments Need?
 - Individualized Success Plan
3. Determine Pathway(s)
 - Smart Class
 - Career Tech
 - Work Ready
 - Pathway Exit Criteria Met?
4. Workforce Reassessment
 - Update Success Plan
 - Another Pathway or exit
5. Exit Strategy
 - Transitional Employment
 - Postsecondary Degree Programs
6. Unsubsidized Employment
 - Gainfully employed?

Smart Start Career Pathways

Step 1 - Combined Plan Programs



Intake

Eligibility &
Enrollment

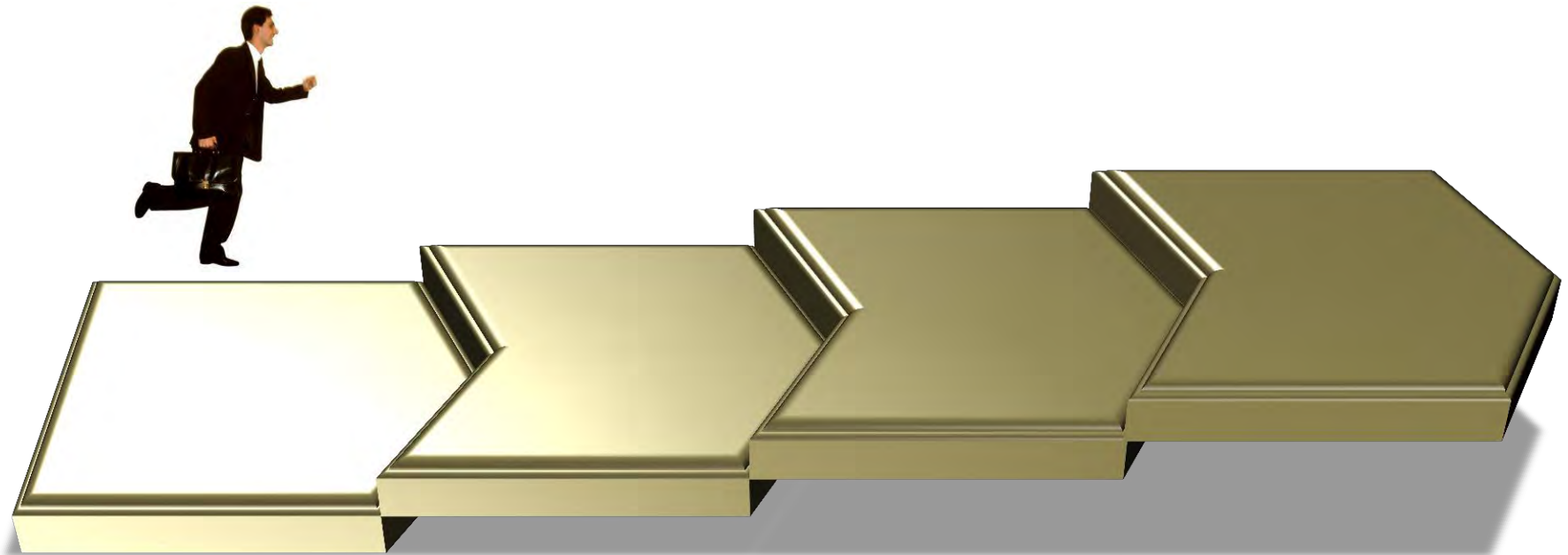
Agency
Assessment

Individual
Success Plan

Refer to
Workforce
Assessment

Smart Start Career Pathways

Step 2 – Workforce Assessment - One-Stop Provider



Registration
with Labor
Exchange

Work-Ready
Report Card

Any Other
Assessments

Update Success Plan;
Determine Initial
Pathway

Smart Start Career Pathways

Step 3 – 3 Main Pathways



Pathway Specific Activities:

1. Smart Class
2. Career Tech
3. Work Ready

Pathway Exit
Criteria Met

WIOA TRAINING SERVICES

Individual Training Account (ITA)



- Applicants interested in returning to school
~ WIOA has funds to assist the student in paying for tuition, books and other school related costs



MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY

Helping Mississippians Get Jobs

Eligible Training Provider System

Mississippi Delta Community College

DENTAL HYGIENE	5115S1	Mississippi Delta Community College - Moorhead	Moorhead	MS
MEDICAL LAB	5115J1	Mississippi Delta Community College – Moorhead	Moorhead	MS
NURSING - ACCELERATED TRACK LPN TO RN	511E51	Mississippi Delta Community College – Moorhead	Moorhead	MS
NURSING - ASSOCIATE DEGREE (RN)	5115E1	Mississippi Delta Community College – Moorhead	Moorhead	MS
NURSING - LICENSED PRACTICAL NURSE (LPN)	511511	Mississippi Delta Community College - Moorhead	Moorhead	MS
RADIOGRAPHY TECH - ASSOCIATE DEGREE	5115U1	Mississippi Delta Community College - Moorhead	Moorhead	MS
1				

Go to..... www.etpl.mdes.ms.gov to find this list of approved training courses.

WIOA TRAINING SERVICES

On-the-Job Training (OJT)

- Applicants wanting to go to work and be trained while on-the-job may apply for WIOA.
- WIOA has funds available to reimburse an employer when hiring a new employee.
- The employer is reimbursed up to ½ of the rate of pay per hour for up to 1040 hours.



WIOA TRAINING SERVICES

Occupational Skills Training



- Applicants wanting to learn an occupational skill may apply for WIOA funds to pay for training.

WIOA TRAINING SERVICES

Internship Program

- Are available for some applicants.
 - This is a great opportunity for employers to try out a new employee.
- Or for a new employee to try out employment in a particular field.



Smart Start Career Pathways

Step 4 – Workforce Reassessment



Update Success Plan

Next Step: Another Pathway or
Exit Strategy

Smart Start Career Pathways

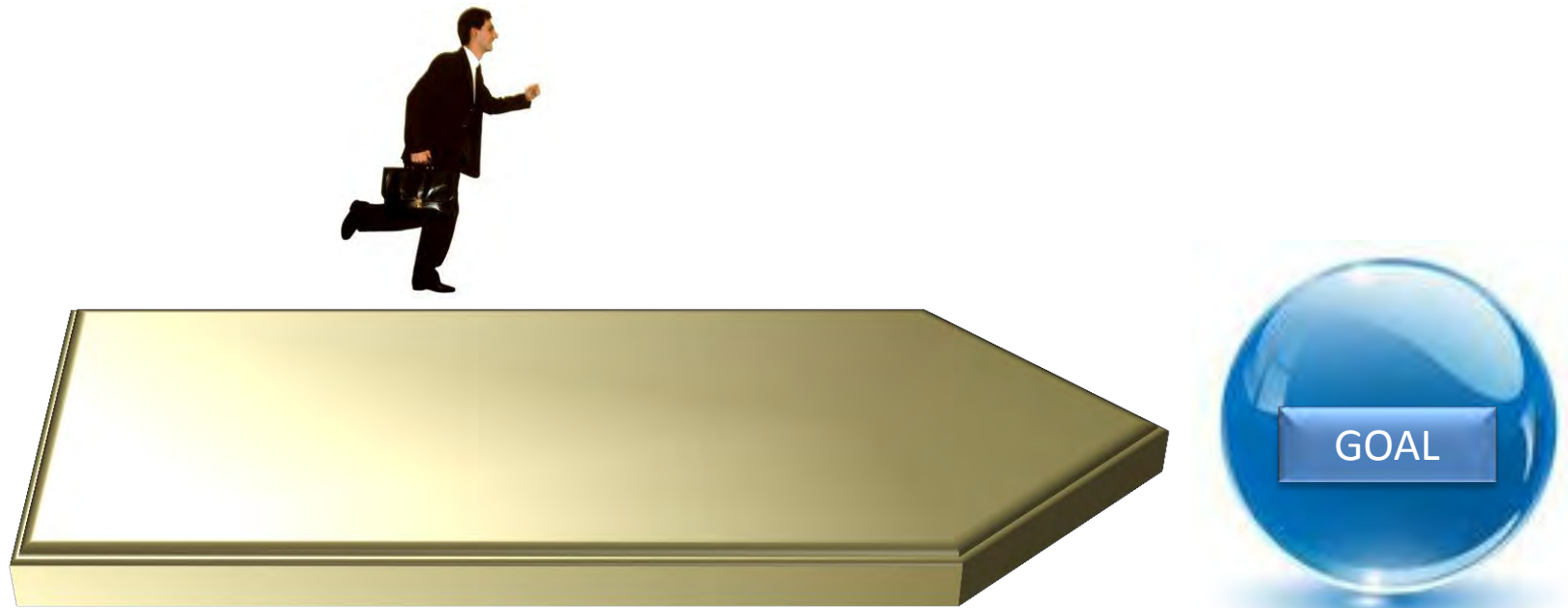
Step 5 – Exit Strategy



Transitional Employment or
Post Secondary Degree

Smart Start Career Pathways

Step 6 – Unsubsidized Employment



Gainfully Employed

WIOA TRAINING SERVICES

Follow-Up Services



Follow-Up Services

- Are provided for participants who are placed in unsubsidized employment, for 12 month minimum of follow-up after first date of employment.
- Follow-Up Services include:
 - tips for success in a workplace environment and
 - referral to supportive services.
- Follow-Up provides continuing link between participant and workforce system.
- Staff will provide coaching and guidance to all participants after exit to ensure that they remain on their targeted career path after exiting from the program.



ADULT DEFINITION

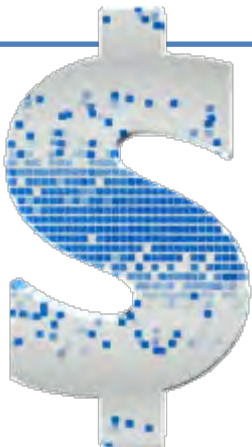
- 18 years old or older AND is either:
- employed, or
- unemployed, or
- underemployed.



2016 INCOME GUIDELINE

All 4 workforce areas have their own board approved low income eligibility requirements.

In the Delta area we use 350% of the LLSIL Poverty Level Guideline.



	Family of One	Family of Two	Family of Three	Family of Four
100% LLSIL Non-Metro	\$ 12,815	\$ 20,993	\$ 28,813	\$35,568
350% LLSIL Annual	\$44,853	\$73,476	\$100,846	\$124,488
350% LLSIL Hourly	\$21.56	\$35.33	\$48.48	\$59.85



DISLOCATED WORKER

WIOA Section 3 (15) defines “**dislocated worker**” is at least an 18 years old individual who meets the criteria in one of the following 5 categories:

Category 1

- Has been terminated or laid off or received a notice of termination or layoff from employment; **AND**
- Is currently eligible for or has exhausted entitlement to unemployment compensation (UC) **OR** has demonstrated attachment to the workforce, but is not eligible for UC due to insufficient earnings or having uncovered employment; **AND**
- Is unlikely to return to a previous industry or occupation

Category 2

- Has been terminated or laid off or has received a notice of termination or layoff from employment due to a permanent closure or a substantial layoff, **OR**
- Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days, **OR**
- Is employed at a facility at which the employer has made a general announcement of closure.

Category 3

Was self-employed, but is unemployed as a result of economic conditions in the community or is unemployed due to a natural disaster



Category 4

Is a displaced homemaker who has been providing unpaid services to family members in the home and who...

- Has been dependent on the income of another family member, but is no longer supported by that income; **OR**
- is the dependent spouse of a member of the Armed Forces on active duty **AND**
- whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member **AND**
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

Category 5

Is the spouse of a member of the Armed Forces on active duty who

- has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member **OR**
- Is unemployed or underemployed **AND**
- Is experiencing difficulty in obtaining or upgrading employment

WIOA Performance Measures – Adult & DW

Established performance accountability indicators at the state level
that are common to each of the programs

Work Requirements

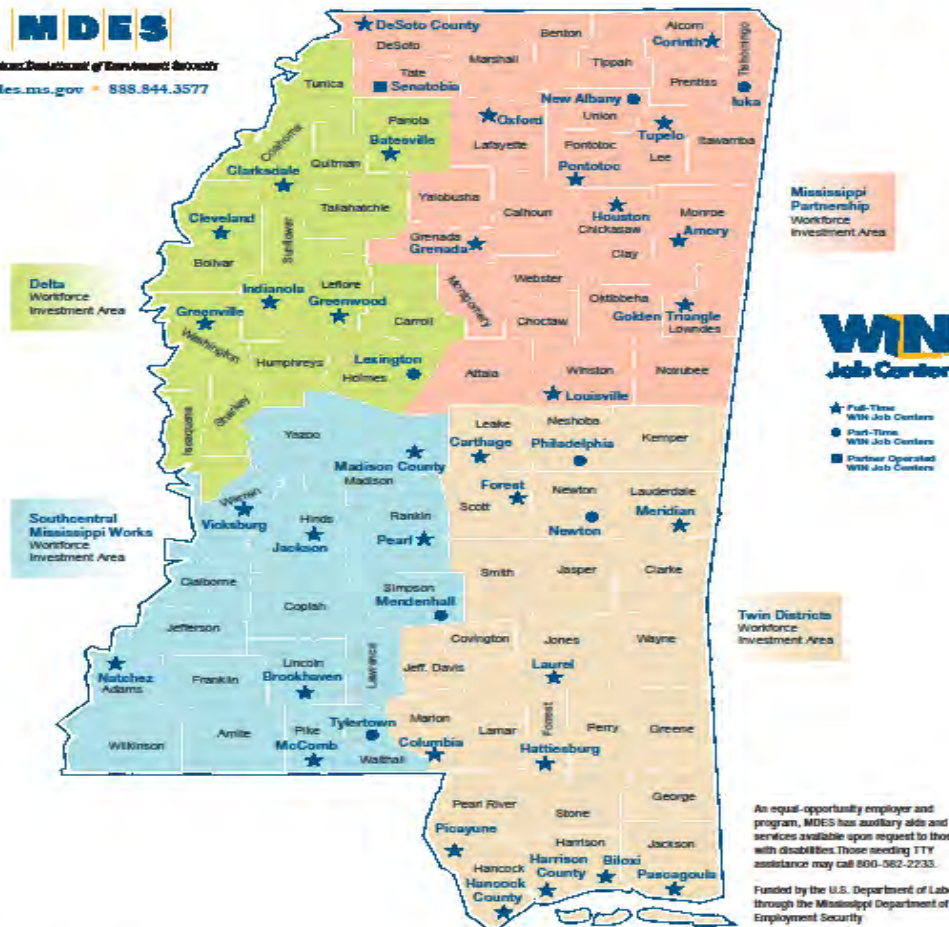
Definition of Measures	Minimum Adult Performance Required	Minimum Dislocated Worker Performance Required
Entered Employment Rate – Percentage of participants in unsubsidized employment during the 2 nd quarter after exit	75%	64.8%
Retention Rate – Percentage of participants in unsubsidized employment during the 4 th quarter after exit	86%	83.5%
Median Earnings - Median Earnings of participants in unsubsidized employment during 2 nd quarter after exit	\$12,372	\$13,310
Credential Rate – Percentage of participants who obtain a recognized postsecondary credential , secondary school diploma or equivalent (HSD/GED) during participation or within 1 year after program exit	Not yet provided	No yet provided
Measurable Skill Gains - Percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains towards those goals	Not yet provided	Not yet provided
Effectiveness in Serving Employers - Indicators of effectiveness in serving employers	Not yet provided	Not yet provided

REFERRALS

WIN Job Center Locations

Helping Mississippians Get Jobs

MDES
Mississippi Department of Employment Security
mdes.ms.gov • 888.844.3577



WIN Job Center Locations

Amory
662-266-2615
1619 Highland Drive
P.O. Box 115
Amory, MS 38621-0415

Batesville
662-563-7318
103-16 Woodland Road
P.O. Box 1511
Batesville, MS 38603-1511

Biloxi
228-368-7897
2306 Pass Road
P.O. Box 4647
Biloxi, MS 38635-4647

Brookhaven
601-833-3611
515 Brookway Blvd.
P.O. Box 790
Brookhaven, MS 38602-0790

Carthage
501-267-9262
202 C.O. Brooks St.
Carthage, MS 39051-0262

Clarksdale
662-624-3001
236 Sharkey Ave., 3rd floor
Federal Building
P.O. Box 640
Clarksdale, MS 38614-0640

Cleveland
662-343-2706
119 N. Commerce Ave.
P.O. Box 1720
Cleveland, MS 38732-1720

Columbia
801-736-2625
1111 Highway 88
Columbia, MS 38429-3801

Columbus
(Golden Triangle)
662-328-6075
5000 N. Frontage Road
Columbus, MS 38701-9412

Corinth
662-896-2330
2758 S. Harbor Road
Corinth, MS 38634-2050

DeSoto County
662-442-4002
7320 Highway 51 N
P.O. Box 186
Southaven, MS 38671

Forest
601-468-2551
536 Deerfield Drive
Forest, MS 39074-0005

Greenville
662-332-8101
Delta Plaza Shopping Center
800 Martin Luther King Blvd.,
Suite C55
P.O. Box 5275
Greenville, MS 38904-8275

Greenwood
662-459-4600
812 W. Park Ave.
P.O. Box 357
Greenwood, MS 38935-0554

Grenada
662-226-2911
1229-A Sunset Drive
Grenada, MS 38901

Hancock County
228-468-5453
805 Hwy 80 Suite U
Bay St Louis, MS 39520

Harrison County
601-587-6900
10162 Southpark Drive
P.O. Box 2849
Gulfport, MS 39505-2849

Hattiesburg
601-564-1202
1911 Arnold Street
Hattiesburg, MS 39401-5428

Houston
662-158-1551
210 S. Monroe St.
Houston, MS 38851

Indianola
662-697-2502
228 N. Martin Luther King Drive
P.O. Box 903
Indianola, MS 38751-0923

Iuka
662-425-9251
1107 Morris Lane
Iuka, MS 38852-1125

Jackson
601-321-7931
5858 I-55 N. Frontage Road,
Suite C
Jackson, MS 38218

Laurel
601-393-4000
2139 Highway 15 N, Suite D
Laurel, MS 39440

Lexington
662-834-2428
303 Yarn Street
Lexington, MS 39095

Louisville
662-773-5051
600 N. Court Ave., Suite 4
Louisville, MS 39329-2023

Madison County
601-861-7603
152 Watford Parkway Drive
P.O. Box 450
Canton, MS 39046-0450

McComb
601-584-4421
118 Marion Ave.
P.O. Box 1306
McComb, MS 38649-1306

Mendenhall
601-847-1322
101 W. Court Ave.
Mendenhall, MS 39114-0550

Meridian
601-563-9511
2000 Highway 19 N
Meridian, MS 39307-4900

Natchez
601-443-6242
127 Colonel John
Pritchard Parkway
P.O. Box 810
Natchez, MS 39121-0810

New Albany
662-692-6002
501 North St.
New Albany, MS 38662

Newton
601-689-2021
107 Adams St.
Newton, MS 38645-2642

Oxford
662-234-3301
204 Colonside Drive, Suite T
Oxford, MS 38655-6407

Pascagoula
228-769-4719
1804 Denny Ave.
P.O. Box 1058
Pascagoula, MS 38968-0058

Pearl
601-321-9441
212 Saint Paul St.
Pearl, MS 38753-5132

Philadelphia
601-389-3431
1016 Saxon Airport Road
Philadelphia, MS 38350

Picayune
601-794-3472
2005 Willow Road
Picayune, MS 39466

Pontotoc
662-488-3858
182 Highway 15 N
Pontotoc, MS 38653-2923

Senatobia
662-502-3351
NW Community College
4975 Highway 41 N
Senatobia, MS 38653

Tapelo
662-812-1371
3200 Adams Farm Road,
Suite 4
Belden, MS 38828

Tylertown
601-222-2161
220 Ball Ave., Courthouse
Tylertown, MS 39067-2170

Vicksburg
601-638-1452
1026 Monroe Street
Vicksburg, MS 39180

Helping Mississippians Get Jobs

WIN Job Center locations are subject to change. Some locations are part-time offices. A complete listing of offices and their hours can be found online at mde.ms.gov

Program Specific Case Scenario



650 600 9016

Delbert Jones lives in Vicksburg, MS and comes in to your office requesting assistance. He doesn't know what he needs to do or where to go. See if you can help him.

- Delbert is a 19 year old, living on his own, receiving SNAP.
- He no longer works due to his employer closing the business.
- He went on a job interview with a local industry.
- Delbert is happy to report that the employer already has an on-the-job training agreement at the WIN Job Center and the employer wants to train him while he is working as a machine operator paying \$8.90 per hour 35 hours a week.

Will Delbert request an ITA, OJT or Internship?

Answer this question using your cell phone....

Text your answer using your cell phone to.....

650 600 9016

- **If your answer is ITA – text 117512**
- **If your answer is OJT – text 117513**
- **If your answer is Internship – text 117514**

Program Specific Case Scenario



650 600 9016

Delbert Jones lives in Vicksburg, MS and comes in to your office requesting assistance. He doesn't know what he needs to do or where to go. See if you can help him.

- Delbert is a 19 year old, living on his own, receiving SNAP.
- He no longer works due to his employer closing the business.
- He went on a job interview with a local industry.
- Delbert is happy to report that the employer already has an on-the-job training agreement at the WIN Job Center and the employer wants to train him while he is working as a machine operator paying \$8.90 per hour 35 hours a week.

Using the information provided above and the map of WIN Job Centers determine which WIN Job Center you will refer this participant to receive help.

Text your answer using your cell phone to.....

650 600 9016

- 1625 Monroe Street ~ type 117509 in the message space.
- P O Box 1398 ~ type 117510 in the message space.
- 117 E. Jordan ~ type 117511 in the message space.

Program Specific Case Scenario



- 24 year old, Lisa Dean lives alone in Clarksdale.
- Lisa is interested in returning to school to receive her RN degree.
- Lisa currently works part-time at Clarksdale Hospital as an LPN.

Will you tell Lisa to request an ITA or an OJT?

Text your answer using your cell phone to.....

650 600 9016

ITA ~ type 117503 in the message space.

OJT ~ type 117504 in the message space.



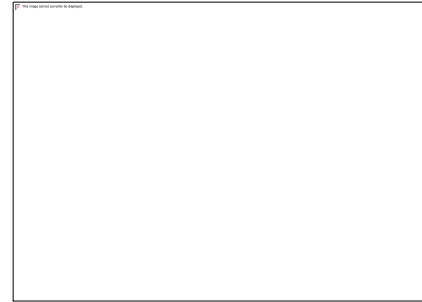
650 600 9016

WIOA Youth Services

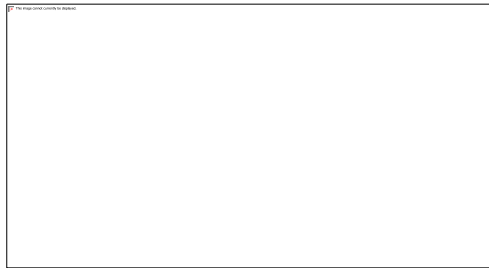


WIOA Youth Services Purpose

- Improving Educational Achievement



- Preparing for and Succeeding in Employment



- Supporting Youth Development

EMPOWER
YOUTH

How do we achieve these purposes?

14 Federally Mandated Program Elements



Improving Educational Achievement

1. **Tutoring**, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. **Alternative secondary school offerings**, or dropout recovery services, as appropriate.



Preparing for & Succeeding in Employment



3. **Paid and unpaid work experiences**, including summer employment, internships and job shadowing.
4. **Occupational skills training** which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations.
5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation and occupational cluster;**



Supporting Youth Development

6. **Leadership Development Opportunities** encouraging responsibility & other positive social & civic behaviors.
7. **Supportive Services** including linkages to community services and/or assistance with transportation, child care, meals, and appropriate work attire & work-related tools.
8. **Adult Mentoring** for at least 12 months.
9. **Comprehensive Guidance & Counseling**



Supporting Youth Development



10. **Financial Literacy Education** including creating household budgets, initiating savings plans, & making informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals.

11. **Entrepreneurial Skills Training**

**Entrepreneurship
This Way →**

12. **Services that provide labor market & employment information about in-demand industry sectors or occupations available**, such as career awareness, career counseling, & career exploration services.

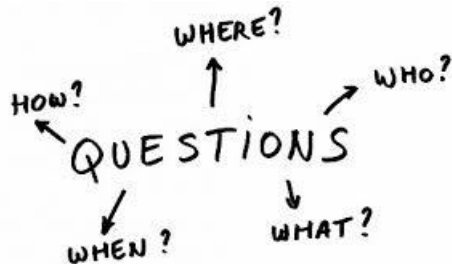


Supporting Youth Development

13. Activities that help youth prepare for & transition to college or other training



14. **Follow-Up Services** for at least 12 months after exiting the program to ensure continuity of services & progress toward performance outcomes.



Local Workforce Areas may require additional program elements or components for their Youth Programs to help youth be successful.



Who We Serve

- **In-School Youth ages 14-21**
 - ✓ Includes Youth in High School
 - ✓ Includes Youth in College
 - ✓ Includes Youth in Other Post-High School Training
- **Out-of-School Youth ages 16-24**
 - ✓ Includes High School or College Graduates
 - ✓ Includes High School or College Dropouts
 - ✓ Includes Youth attending ABE classes



No less than 75 % of WIOA Youth Funds must be used for Out-of-School Youth



In-School Youth Eligibility

1. **Attending School** (including high school, college, or other type of training)
2. **Between the ages of 14-21**
3. **Low-Income**
4. **Have one or more of the following barriers:**
 - ✓ Basic Skills Deficient
 - ✓ English Language Learner
 - ✓ Offender
 - ✓ Homeless, Runaway, Foster Child or aged out of the foster care system
 - ✓ Pregnant or Parenting
 - ✓ Youth with a Disability
 - ✓ Requires additional assistance to complete an educational program or to secure or hold employment



Out-of-School Youth Eligibility

- 1. Not Attending School** (youth may be attending ABE/GED classes)
- 2. Between the ages of 16-24**
- 3. Have one or more of the following barriers:**
 - ✓ High School Dropout
 - ✓ Within Compulsory School Attendance Age but not attended school for at least the most recent complete school year calendar quarter (only applies to 16 year olds)
 - ✓ Offender (subject to the juvenile or adult justice system)
 - ✓ Homeless, Runaway, Foster Child or aged out of the foster care system
 - ✓ Pregnant or Parenting
 - ✓ Youth with a Disability
 - ✓ Low-Income individual who has a high school diploma or its equivalent who is: (1) Basic Skills Deficient or (2) English Language Learner
 - ✓ Low-Income individual who requires additional assistance to complete an educational program or to secure or hold employment



Local Workforce Areas may allow an exception to the low-income requirements for in-school youth and the two barriers for out-of-school youth that require the youth to be low-income.

Work Requirements



- WIOA requires 20% of WIOA Youth Funds to be allocated for paid & unpaid work experience.
- Local Workforce Areas may require more than 20% be allocated for these activities.

WIOA Youth Performance



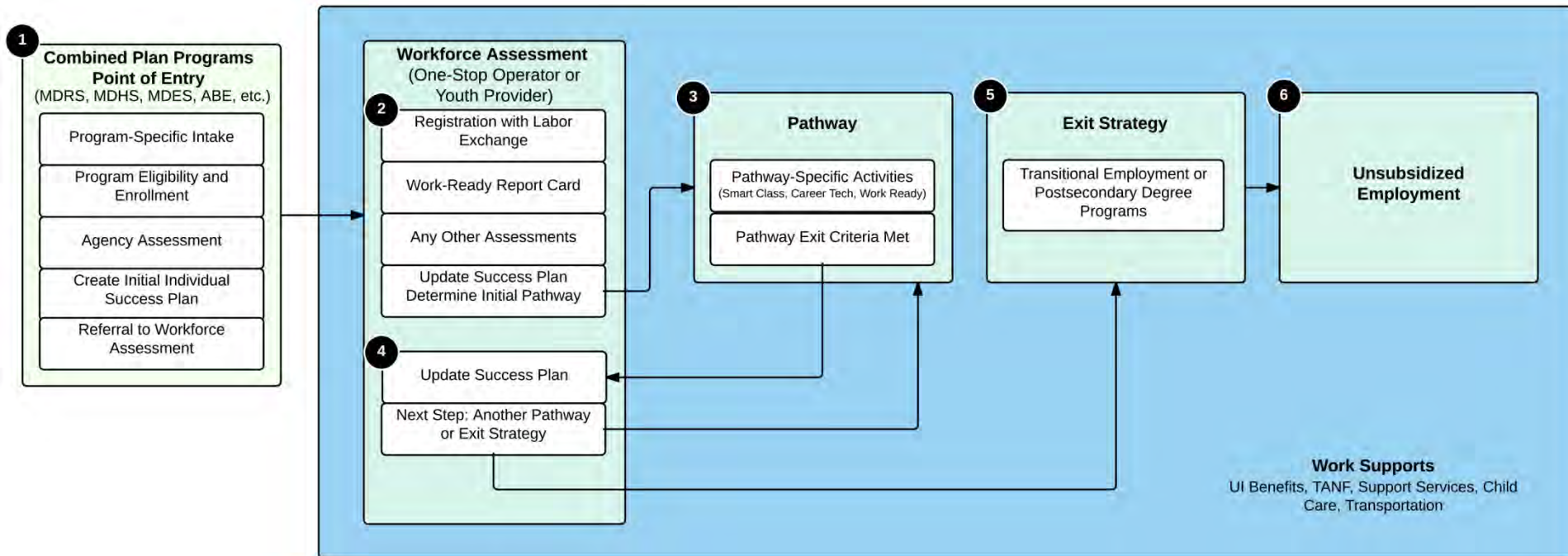
- ☐ **Education/Employment 2nd Quarter after Exit**
 - ✓ Youth may be in unsubsidized employment or any education (including secondary {high} school)
- ☐ **Education/Employment 4th Quarter after Exit**
 - ✓ Youth may be in unsubsidized employment or any education (including secondary {high} school)
- ☐ **Median Earnings**
 - ✓ Based on youth earnings 2nd quarter after exit
- ☐ **Credential Rate**
 - ✓ Received during program participation through one year after exit
 - ✓ If H.S. Diploma or Equivalent, must include Employment or College/Advanced Training
- ☐ **In-Program Skills Gain**
 - ✓ Youth who are in an education program that leads to a recognized postsecondary credential or employment must show measurable gains towards those goals
- ☐ **Employer Effectiveness**
 - ✓ Indicators of effectiveness in serving employers

How do you refer someone to a WIOA Youth Program?

- A handout of Youth Providers has been included in your packet.
- Each of the 4 Local Areas has a Youth Programs Coordinator who you may also contact:

<u>Delta Workforce Area</u> Barbara Humphrey (662) 335-6889 bhumphrey@sdpdd.com	<u>MS Partnership Workforce Area</u> Courtney Rackley (662) 489-2415 crackley@trpdd.com
<u>Southcentral MS Works Workforce Area</u> Tom Meek 601-981-1151 tmeek@cmpdd.org	<u>Twin Districts Workforce Area</u> Shonta Duncan (601) 545-2137 sduncan@smpdd.com

Smart Start Career Pathways



Youth Program Specific Case Scenario



Blake is a 21 year old high school graduate. He went to college to become a Paramedic, but he dropped out. He has had 5 jobs since dropping out of college - terminated by employer at 2 of these jobs and quit the other 3 jobs for various reasons – and is currently unemployed. He is staying with whoever will let him sleep on their couch, but he's wanting to get a place of his own. Blake has applied for several jobs but is not having any luck at gaining employment on his own.

1. For WIOA purposes, would Blake be considered an In-School or Out-of-School Youth?
2. Is Blake eligible for the WIOA Youth Program?
3. How could Blake benefit from the WIOA Youth Services?



Robert Johnson

Background Information

- High school graduate
- Wants to be a computer programmer
- Recently lost his sight in an automobile accident
- Unemployed
- Previously worked on a residential construction crew as a painter
- Goes to the WIN Job Center to file for unemployment benefits

Sela Ward

Background Information

- Single mother of two
- Children ages 16 and 11
- No high school diploma - academically unsuccessful
- Unemployed
- No previous work history
- Aspiring to become a chef
- Goes to MDHS for TANF

~ WIOA ~

WORKFORCE INNOVATION AND OPPORTUNITY ACT



The



Act

*Courtney Rackley
TRPDD/WIOA
Youth Programs Coordinator
Pontotoc, MS
crackley@trpdd.com*

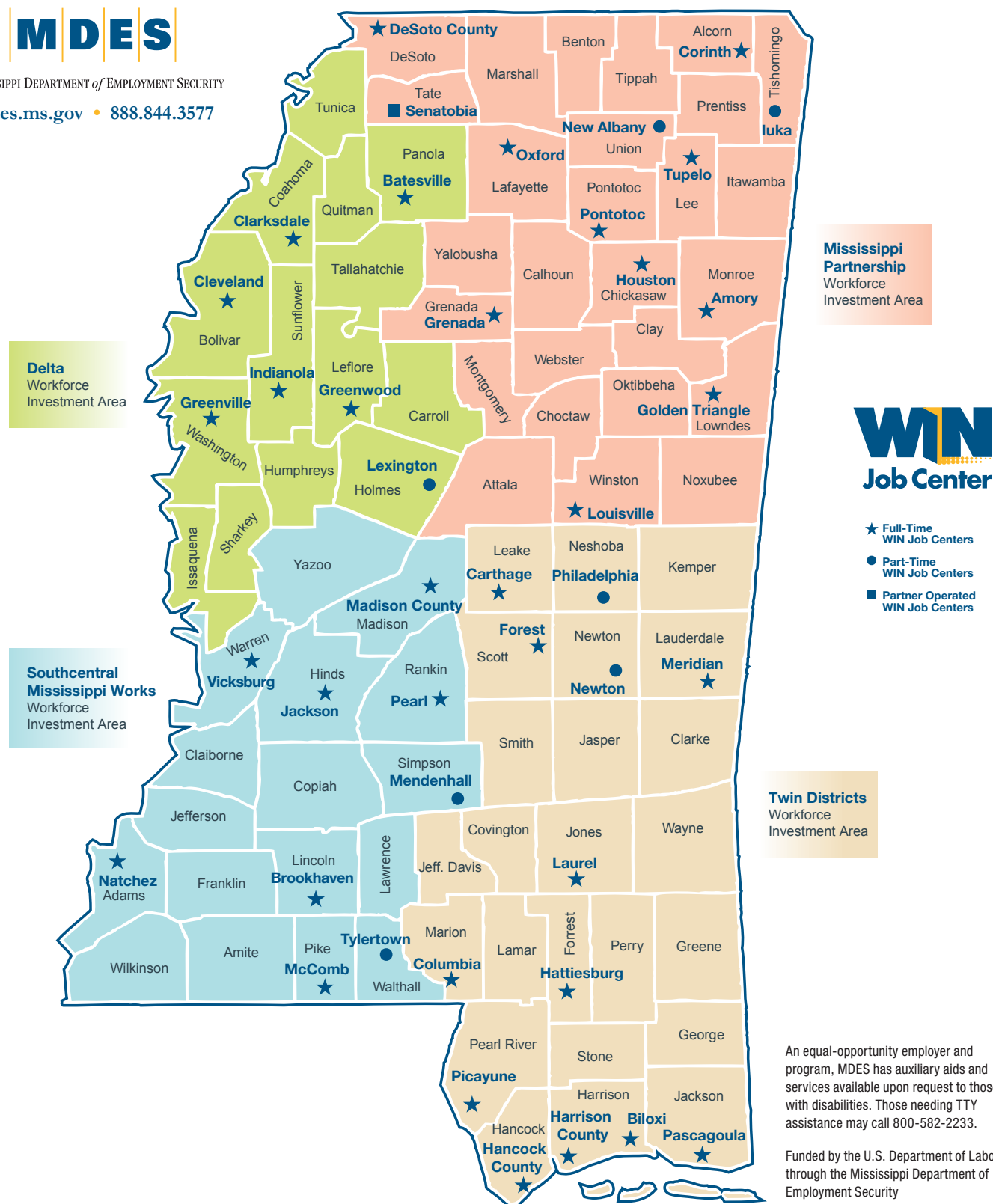
*Jackie Roberts
SDPDD/WIOA
Adult Programs Coordinator
Greenville, MS
jackie.roberts08@yahoo.com*

WIN Job Center Locations

Helping Mississippians Get Jobs

MISSISSIPPI DEPARTMENT *of* EMPLOYMENT SECURITY

mdes.ms.gov • 888.844.3577



An equal-opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities. Those needing TTY assistance may call 800-582-2233.

Funded by the U.S. Department of Labor
through the Mississippi Department of
Employment Security

WIN Job Center Locations

Amory

662-256-2618
1619 Highland Drive
P.O. Box 415
Amory, MS 38821-0415

Batesville

662-563-7318
103-16 Woodland Road
P.O. Box 1511
Batesville, MS 38606-1511

Biloxi

228-388-7997
2306 Pass Road
P.O. Box 4647
Biloxi, MS 39535-4647

Brookhaven

601-833-3511
545 Brookway Blvd.
P.O. Box 790
Brookhaven, MS 39602-0790

Carthage

601-267-9282
202 C.O. Brooks St.
Carthage, MS 39051-4262

Clarksdale

662-624-9001
236 Sharkey Ave., 3rd floor
Federal Building
P.O. Box 640
Clarksdale, MS 38614-0640

Cleveland

662-843-2704
119 N. Commerce Ave.
P.O. Box 1750
Cleveland, MS 38732-1750

Columbia

601-736-2628
1111 Highway 98
Columbia, MS 39429-3701

Columbus

(Golden Triangle)
662-328-6876
5000 N. Frontage Road
Columbus, MS 39701-9412

Corinth

662-696-2336
2759 S. Harper Road
Corinth, MS 38834-2050

DeSoto County

662-342-4002
7320 Highway 51 N
P.O. Box 186
Southaven, MS 38671

Forest

601-469-2851
536 Deer Field Drive
Forest, MS 39074-6005

Greenville

662-332-8101
Delta Plaza Shopping Center
800 Martin Luther King Blvd.,
Suite C54
P.O. Box 5279
Greenville, MS 38704-5279

Greenwood

662-459-4600
812 W. Park Ave.
P.O. Box 554
Greenwood, MS 38935-0554

Grenada

662-226-2911
1229-A Sunset Drive
Grenada, MS 38901

Hancock County

228-466-5425
856 Hwy 90 Suite D
Bay St Louis, MS 39520

Harrison County

228-897-6900
10162 Southpark Drive
P.O. Box 2849
Gulfport, MS 39505-2849

Hattiesburg

601-584-1202
1911 Arcadia Street
Hattiesburg, MS 39401-5428

Houston

662-456-1561
210 S. Monroe St.
Houston, MS 38851

Indianola

662-887-2502
226 N. Martin Luther King Drive
P.O. Box 963
Indianola, MS 38751-0963

Iuka

662-423-9231
1107 Maria Lane
Iuka, MS 38852-1120

Jackson

601-321-7931
5959 I-55 N, Frontage Road,
Suite C
Jackson, MS 39213

Laurel

601-399-4000
2139 Highway 15 N, Suite D
Laurel, MS 39440

Lexington

662-834-2426
303 Yazoo Street
Lexington, MS 39095

Louisville

662-773-5051
600 N. Court Ave., Suite B
Louisville, MS 39339-2023

Madison County

601-859-7609
152 Watford Parkway Drive
P.O. Box 450
Canton, MS 39046-0450

McComb

601-684-4421
416 Marion Ave.
P.O. Box 1306
McComb, MS 39649-1306

Mendenhall

601-847-1322
150 W. Court Ave.
Mendenhall, MS 39114-3550

Meridian

601-553-9511
2000 Highway 19 N
Meridian, MS 39307-4906

Natchez

601-442-0243
107 Colonel John
Pitchford Parkway
P.O. Box 810
Natchez, MS 39121-0810

New Albany

662-692-1502
301 North St.
New Albany, MS 38652

Newton

601-683-2021
107 Adams St.
Newton, MS 39345-2642

Oxford

662-234-3231
204 Colonnade Cove, Suite 1
Oxford, MS 38655-5407

Pascagoula

228-762-4713
1604 Denny Ave.
P.O. Box 1058
Pascagoula, MS 39568-1058

Pearl

601-321-5441
212 Saint Paul St.
Pearl, MS 39208-5134

Philadelphia

601-389-3431
1016 Saxon Airport Road
Philadelphia, MS 39350

Picayune

601-798-3472
2005 Wildwood Road
Picayune, MS 39466

Pontotoc

662-489-3956
182 Highway 15 N
Pontotoc, MS 38863-2923

Senatobia

662-562-3351
NW Community College
4975 Highway 51 N
Senatobia, MS 38668

Tupelo

662-842-4371
3200 Adams Farm Road,
Suite 4
Belden, MS 38826

Tylertown

601-222-2161
200 Ball Ave., Courthouse
Tylertown, MS 39667-2170

Vicksburg

601-638-1452
1625 Monroe Street
Vicksburg, MS 39180

Helping Mississippians Get Jobs

WIN Job Center locations are subject to change. Some locations are part-time offices. A complete listing of offices and their hours can be found online at mdes.ms.gov

Training Services May Include:

- ♦ **Individual Training Accounts (ITA)** - are funds used to purchase training services for skills in demand occupations from training providers on the statewide eligible training provider list.
- ♦ **On-the-Job Training (OJT)** - is reimbursement to an employer for training that is provided to a paid participant while engaged in productive work in a job.



- ♦ **Occupational Skills Training**— is a work-site-based short-term training program. Students receive hands-on instruction at work sites based on individualized competency-based curricula developed to meet employment requirements in students' chosen occupations.



- ♦ **Internship Program**—helps eligible adults and dislocated workers gain practical work experience and sharpen their leadership skills while working and getting paid.



Delta
P O Box 1776
831 S Broadway
Greenville, MS
38702
sdpdd.com

**Mississippi
Partnership**
P O Box 690
Pontotoc, MS 38863
trpdd.com

Southcentral
P O Box 4935
Jackson, MS 39296
cmpdd.org

Twin Districts
9229 Highway 49
Gulfport, MS 39503
smpdd.com

Reference Guide ~ WIOA Adult and Dislocated Worker Programs

Adult Eligibility:

- 18 years old or older AND is either:
- Employed, unemployed or underemployed.
- Each workforce area has their own board-approved income eligibility.

Dislocated Worker Eligibility:

Is at least an 18 years old individual who meets the criteria in one of the following 5 categories:

Category 1

- Has been terminated or laid off or received a notice of termination or layoff from employment; **AND**
- Is currently eligible for or has exhausted entitlement to unemployment compensation (UC) **OR** has demonstrated attachment to the workforce, but is not eligible for UC due to insufficient earnings or having uncovered employment; **AND**
- Is unlikely to return to a previous industry or occupation

Category 2

- Has been terminated or laid off or has received a notice of termination or layoff from employment due to a permanent closure or a substantial layoff, **OR**
- Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days, **OR**
- Is employed at a facility at which the employer has made a general announcement of closure.

Category 3

Was self-employed, but is unemployed as a result of economic conditions in the community or is unemployed due to a natural disaster

Category 4

Is a displaced homemaker who has been providing unpaid services to family members in the home and who...

- Has been dependent on the income of another family member, but is no longer supported by that income; **OR**
- is the dependent spouse of a member of the Armed Forces on active duty **AND**
- whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service - connected death or disability of the member **AND**
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

Category 5

Is the spouse of a member of the Armed Forces on active duty who

- has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member **OR**
- Is unemployed or underemployed **AND**
- Is experiencing difficulty in obtaining or upgrading employment

Workforce
Innovation and
Opportunity Act

Local Workforce
Development
Areas

Adult and
Dislocated
Worker
Programs

Delta
P O Box 1776
831 S Broadway
Greenville, MS 38702
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Reference Guide ~ WIDA Youth Programs

YOUTH SERVICES PROVIDED:

1. **Tutoring**, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
2. **Alternative secondary school offerings**, or dropout recovery services
3. **Paid & unpaid work experiences**
4. **Occupational skills training**
5. **Education offered concurrently with & in the same context as workforce preparation activities and training for a specific occupation and occupational cluster**
6. **Leadership Development Opportunities** encouraging responsibility & other positive social & civic behaviors
7. **Supportive Services**
8. **Adult Mentoring** for at least 12 months.
9. **Comprehensive Guidance & Counseling**
10. **Financial Literacy Education**
11. **Entrepreneurial Skills Training**
12. **Services that provide labor market & employment information about in-demand industry sectors or occupations available**, such as career awareness, career counseling, & career exploration services
13. **Activities that help youth prepare for & transition to college or other training**
14. **Follow-Up Services** for at least 12 months after exiting the program to ensure continuity of services & progress toward performance outcomes



IN-SCHOOL YOUTH

- Attending School
- 14-21 years Old
- Low-Income
- Have one or more of the following barriers:
 - * Basic Skills Deficient
 - * English Language Learner
 - * Offender
 - * Homeless, Runaway, Foster Child or aged out of the foster care system
 - * Pregnant or Parenting
 - * Youth With a Disability
 - * Requires additional assistance to complete an educational program or to secure or hold employment



OUT-OF-SCHOOL YOUTH

- Not Attending School
- 16-24 years Old
- Have one or more of the following barriers:
 - * High School Dropout
 - * Offender
 - * Homeless, Runaway, Foster Child or aged out of the foster care system
 - * Pregnant or Parenting
 - * Youth With a Disability
 - * Low income individual who has H.S. diploma or Equivalent who is also basic skills deficient or English language learner
 - * Low Income individual who requires additional assistance to complete an educational program or to secure or hold employment

Workforce
Innovation and
Opportunity Act

Local Workforce
Development Areas

Youth Programs

Delta

P.O. Box 1776
831 S Broadway
Greenville, MS 38702
(662) 335-6889
bhumphrey@sdpdd.com

MS Partnership

P.O. Box 690
75 South Main Street
Pontotoc, MS 38863
(662) 489-2415
crackley@trpdd.com

Southcentral Works

P.O. Box 4935
Jackson, MS 39296
(601) 981-1511
tmeek@cmpdd.org

Twin Districts

700 Hardy Street
Hattiesburg, MS 39401
601-545-2137
sduncan@smpdd.com